

Preliminary Project Proposal Evaluation Guide

Faculty Mentor: _____ Date Received: _____

Name of Student: _____

Content	Length (approximate)	Evaluation (please circle) 1 = Poor 2 = Fair 3 = Good 4 = Excellent	Comments and/or Recommendations
Title Page: reflecting a clear, concise title	1 page	1 2 3 4	
Table of Contents	1 page	1 2 3 4	
Ministry & Professional Concerns	2 paragraphs	1 2 3 4	
Project Proposal: brief description, including clear statement sentence	1 page	1 2 3 4	
Goals: 2-3 ministry goals & 1-3 professional goals	2 paragraphs	1 2 3 4	
Biblical Rationale: 2-4 biblical themes undergirding project	1 paragraph	1 2 3 4	
Time Schedule: reasonable?	1 paragraph	1 2 3 4	
Initial Bibliography: substantial? relevant?	2-3 pages	1 2 3 4	
Form/Style			
Turabian/Handbook Format		1 2 3 4	
Grammar		1 2 3 4	
Spelling		1 2 3 4	
Writing Style		1 2 3 4	
Additional Comments			

Overall Evaluation:

Content

- High:** excellent in all or most areas
- Satisfactory:** competent work, good quality, though falling short of excellence
- Fail:** substance is inadequate

Form/Style

- Pass:** errors are of a minor nature, not unduly numerous, and overall do not detract seriously from the Preliminary Project Proposal
- Fail:** errors are more serious in nature and detract seriously from the Preliminary Project Proposal

Recommendation

- Pass**
Send a copy of this form to the student and instruct him/her to submit five [5] copies of the Preliminary Project Proposal to the ProDoc office no later than two [2] weeks prior to the beginning of the workshop. Forward the original copy of this form to the ProDoc office.
- Pass with qualifications**
Send a copy of this form to the student instructing him/her to make the corrections noted above and then to submit five [5] copies of the Preliminary Project Proposal to the ProDoc office no later than two [2] weeks prior to the beginning of the workshop. Forward the original copy of this form to the ProDoc office.
- Fail**
Send a copy of this form to the student along with guidance for rewriting and resubmission. Forward the original copy of this form to the Office of Professional Doctoral Programs.

NOTE: No student will be allowed to attend and/or participate in the Project in Ministry Design Workshop unless a corrected Preliminary Project Proposal is received in advance by the professors leading the workshop along with the appropriate evaluation form from the faculty mentor.