

## Evaluation Guide – Project Report

Advisor/Reader: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Project Title: \_\_\_\_\_

Content	Length (approx.)	Evaluation (please circle) 1 = Poor    2 = Fair 3 = Good    4 = Excellent	Comments and/or Recommendations	
<b>Title Page:</b> reflecting a clear, concise title		1   2   3   4		
<b>Table of Contents</b>		1   2   3   4		
<b>Abstract:</b> brief summary		1   2   3   4		
<b>Introduction:</b> narrative prelude	2-4 pages	1   2   3   4		
<b>Description:</b> narrative, logical overview, major activities and significant events	25-50 pages	1   2   3   4		
<b>Evaluation</b>	Ministry Goals	5-6 pages		1   2   3   4
	Professional Goals	5-6 pages		1   2   3   4
<b>Analysis &amp; Reflection</b>	<b>Ministry</b> how student grew, what was learned	5-7 pages		1   2   3   4
	<b>Theological</b> 2-4 issues arising during project	5-7 pages		1   2   3   4
<b>Further Implementation:</b> adaptation, future use	3-5 pages	1   2   3   4		
<b>TOTAL PAGES</b> (50-85 pages)				
<b>Appendices:</b> evaluation tools, teaching plans, data, etc.		1   2   3   4		
<b>Selected Bibliography</b>		1   2   3   4		

Form/Style	<b>Evaluation</b> (please circle ) 1 = Poor      2 = Fair 3 = Good      4 = Ex- cellent	<b>Comments and/or</b> <b>Recommendations</b>
Turabian/Handbook format	1 2 3 4	
Grammar	1 2 3 4	
Spelling	1 2 3 4	
Writing style	1 2 3 4	

**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 Final Project Proposal
- Fail—errors are more serious in nature and detract seriously from the Final Project Proposal

Final Grade

- HIGH—excellent in all or most areas
- SATISFACTORY—competent work, good quality, though falling short of excellence
- LOW—acceptable work but below average quality and less than the student's best
- FAIL—substance is inadequate; student will be asked to meet with the ProDOC to determine a plan for completion of the degree program

**NOTE: The ProDOC may require changes (stylistic or content) to be made to the project report before it is placed in the library.**