

Project Report Evaluation Guide

Student: _____ Date Submitted: _____

Mentor/Reader: _____

Project Title: _____

Content	Length	Evaluation <small>(Please Circle)</small> 1 = Poor 2 = Fair 3 = Good 4 = Excellent	Comments and/or Recommendations
Title Page <small>(Reflecting a clear and concise title)</small>		1 2 3 4	
Table Of Contents		1 2 3 4	
Abstract <small>(Brief Summary)</small>		1 2 3 4	
Introduction <small>(Narrative prelude)</small>	2-4 Pages	1 2 3 4	
Description <small>(Narrative, logical overview, major activities and significant events)</small>	25-50 Pages	1 2 3 4	
Project Goals Evaluation	5-6 Pages	1 2 3 4	
Professional Goals Evaluation	3-4 Pages	1 2 3 4	
Ministry Analysis and Reflection <small>(How student grew and what was learned)</small>	5-7 Pages	1 2 3 4	
Theological Analysis and Reflection <small>(2-4 issues arising during project)</small>	6-8 Pages	1 2 3 4	
Further Implementation <small>(adaption and future use)</small>	3-5 Pages	1 2 3 4	
Total Pages <small>(50-85) →</small>			
Appendices <small>(Evaluation tools, teaching plans, date, etc.)</small>		1 2 3 4	
Selected Bibliography		1 2 3 4	

Form/Style		Evaluation (Please Circle) 1 = Poor 2 = Fair 3 = Good 4 = Excellent	Comments and/or Recommendations
Turabian and 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 Report.
- 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 ProDoc to determine a plan for completion of the degree program.

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