Capstone Project Rubric

	Exceeds - 4	Proficient - 3	Meets - 2	Below - 1
Required for all types of projects.				
Digital Portfolio	All sections are present & completed as per instructions Content is personalized and applicable to your project Binder is easy to navigate (i.e.table of contents, page #'s, sections, labels, etc.) OR Digital format is one page with links that work to all documents, and are properly labeled for ease of use. Format is consistent and professional in appearance. A theme is present. All of the rules of English are applied with no errors.	All sections are present and completed, but may lack detail in content. Content is personalized and but is only somewhat applicable to your topic. Binder is easy to navigate (i.e.table of contents, page #'s, sections, labels, etc.) OR Digital format is one page with links that work to all documents, are properly labeled for ease of use Format is consistent and professional in appearance. All of the rules of English are applied with minimal errors.	All sections are present but incomplete and/or lacking detail Content is not personalized, but does apply to your topic. Binder is difficult to navigate, but with enough effort items can be found. Format is inconsistent and/or unprofessional in appearance, but the theme is present. OR Digital format is one page with most links that work to all documents; most are properly labeled for ease of use. The rules of English are applied but there are a fair amount of errors.	Sections are missing and/or incomplete. Content is not personalized nor does it apply to your topic. Binder/Digital format is difficult to navigate and requires too much effort to find items. Format lacks theme, is inconsistent, and/or unprofessional. The rules of English were not applied to the extent that it is distracting for the reader.
Digital Presentation	All slides are present and completed as per instructions Content matches topic Slideshow runs independently and repeats A theme is present and consistent All of the rules of English are applied with no errors.	All slides are present and completed, but may lack some details. Content matches topic Slideshow runs independently and repeats A theme is present All of the rules of English are applied with minimal errors	All slides are present but are incomplete and lacking detail Content vaguely references topic Slideshow runs independently, but does not repeat No theme is present The rules of English are applied but there are a fair amount of errors.	Slides are missing and/or incomplete Content does not match the topic Slideshow does not run independently, nor does it repeat No theme is present The rules of English were not applied to the extent that it is distracting for the audience.
Poster (Trifold)	All sections are formatted and complete as per the instructions.	All sections are formatted and complete as per the instructions, but may be lacking detail	All sections are present but are incomplete and lacking detail	Some sections are missing or incomplete. Content is missing and/or difficult to find

	Content is easy to understand at a glance Format is professional in appearance. Themes is present. There are no errors in grammar/spelling	Content is easy to understand at a glance Format is professional in appearance There are 1 or 2 errors in spelling/grammar	Content is present but difficult to find/follow Format lacks theme/professionalism There are a few errors.	Format lacks theme/professionalism The errors are distracting for the audience
Mentor	Completed all 3 documents (Mentor Request, Agreement/Log, Thank you.) Met with mentor a minimum of 3 times.	Completed 2 of 3 documents (Mentor Request, Agreement/Log, Thank you.) Met with mentor a minimum of 3 times	Completed 1 of the 3 documents (Mentor Request, Agreement/Log, Thank you.) Met with mentor at least once	Did not complete mentor documentation Did not meet with a mentor
Work Study Habits	Manages time and resources independently Independent in setting goals and completing work Engages stakeholders to gain support Meets all deadlines independently.	Manages time and resources independently Sets goals and completes work with minimal direction. Engages with stakeholders Meets all deadlines with minimal support.	Requires support to manage time and resources effectively Requires support to set goals and complete work. Reluctantly engages with stakeholders. Requires some support to meet deadlines	Does not manage time and resources independently or effectively Has difficulty setting goals and completing work. Refuses to engage with stakeholders Requires consistent support to meet deadlines.
Community Presentation	Attended community presentation. Dressed presentably for a business casual environment Conducted oneself in a professional manner. Showed enthusiasm and knowledge of subject	Attended community presentation. Dressed presentably for a business casual environment Conducted oneself in a professional manner.	Attended the community presentation. Conducted oneself in a professional manner	Did not attend
Unique to Community Service Project				
Reflection	Content is personalized and applicable to your project	Content is personalized, but only somewhat applicable to your topic.	Content is not personalized, but does apply to your topic.	Content is not personalized nor does it apply to your topic.
Hours Log	Evidence of >30 hours	Evidence of 30 hours	Evidence of 15-29 hours	Evidence of <15 hours

Unique to Career Pathways Project				
Reflection	Content is personalized and applicable to your project	Content is personalized, but only somewhat applicable to your topic.	Content is not personalized, but does apply to your topic.	Content is not personalized nor does it apply to your topic.
Objectives	All objectives were met and supported by evidence.	All objectives were met but lacked evidence.	Some objectives were met and supported by evidence.	Some objectives were met but not supported by evidence.
Hours Log	Evidence of >30 hours	Evidence of 30 hours	Evidence of 15-29 hours	Evidence of <15 hours
Unique to Research Project				
Thesis Paper	Supporting details are engaging and compelling • Strong, rich, supporting data to prove thesis • Supporting details are from relevant and reliable sources	Supporting details systematically build argument OR support thesis • Sufficient data to prove thesis • Most supporting details are from relevant and reliable resources	Supporting details are relevant to position • Supporting details provide adequate data to prove thesis • Supporting details lack relevance and/or are from unreliable sources to the degree that the paper's strength is threatened	Inadequate, incomplete, or missing supporting details • Weak data that does not support thesis • Supporting details so often lack relevance and/or reliability that the strength of the paper is compromised
Presentation to Student Body	Student provides a thoughtful and detailed explanation of the capstone project providing a clear explanation of the initial plans, people they worked with, resources used, and final outcomes	Student provides a complete explanation of their project including initial plans, people they worked with, resources used, and final outcomes	Student provides some explanation of the initial plans, people they worked with, resources used, and final outcomes.	Student attempts to explain the capstone project, without providing a clear explanation of initial plans, evidence of research, people they worked with, resources used, or final outcomes.
Total Points Earned		_____	Final Grade	

Notes:

- Zero points will be awarded for missing or incomplete work.