**Proposal Rubric**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission #: \_\_\_\_\_\_\_\_ Committee Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

| **Item** | **Comments** |
| --- | --- |
| **1) Overall**  a) Consistent with APA and Style guide  b) Provides a concrete plan of action that permits it to serve as a “contract” between student and Gardner-Webb  c) Consistent with concept paper | a)  b)  c) |
| **2) Title Page**  a) Is descriptive of study  b) Useful for keyword searches  c) Is within 10-12 words | a)  b)  c) |
| **3) Table of Contents**  a) Contains key headings  b) List of tables or figures (if any) at bottom of page | a)  b) |
| **4) Introduction -** **Nature of the Problem**  a) Actual problem indicated  b) Impact of problem is clearly stated  c) Stated as declarative sentence  d) Problem statement is concise and focused | a)  b)  c)  d) |
| **5) Introduction - Background and Significance of the Problem**  a) Detailed documented evidence of problem provided  b) Review of literature in relation to the existence of the problem  c) Definition of major issues related to the problem  d) Setting of the problem described in detail  e) Students role in relation to the organization is discussed in detail  f) Problem is in range of student’s ability to study | a)  b)  c)  d)  e)  f) |
| **6) Introduction - Research Questions**  a) Formulation based on theory, previous research, and professional experience  b) Stated in the form of a question  c) Focused and clear | a)  b)  c) |
| **7) Introduction – Definition of Terms**  1) Definitions provided for technical and professional jargon  2) Variables in study are defined operationally | 1)  2) |
| **8) Review of Related Literature**  a) Comprehensive review conducted  b) Includes subsection of proposed methods including program evaluation model, if appropriate  c) Organized, cohesive, well-sequenced, integrated, and transitioned appropriately | a)  b)  c) |
| **9) Methodology- Participants**  a) Description of who and how many  b) Demographics included  c) Participant selection method indicated | a)  b)  c) |
| **10) Methodology- Procedures**  a) Clear, precise, and sequential description of how the study will be conducted  b) Indicates research design  c) Explains rationale for methods  d) Justifies appropriateness of methods to address the problem and answer research questions | a)  b)  c)  d) |
| **11) Methodology- Instruments**  a) All data gathering instruments are cited  b) Source of instrument and proper citation used  c) Copy of instruments developed by student included in the appendix | a)  b)  c) |
| **12) Methodology- Limitations**  a) All shortcomings of study are presented  b) Possible threats to the internal validity of the study are included  c) Limitations to the generalizability of the study are included | a)  b)  c) |
| **13) Methodology- Delimitations**  a) Planned restrictions of the scope of the project or the depth of the inquiry are detailed | a) |
| **14) References**  a) List consistent with citations in text  b) Retrieval dates if from Internet | a)  b) |
| **15) Appendixes**  a) Lettered proposal  b) Include instrumentation created by student only  c) All necessary information included  d) Conforms with Dissertation Guide and Style Guide. | a)  b)  c)  d) |