

Faculty of Education
Master of Education's Criteria to Assess Capstone Projects

Please comment on each of the criteria below. Although the capstones are graded on a pass/fail basis, students are expected to perform at a minimum B standard as defined by the University's grading definitions.

Student Name: _____

Designation sought: MEAE MEEL-EA MEEL-LL

Type of Capstone: Major Academic Report Action Research Project

Capstone Supervisor: _____

1. Understanding and Use of Concepts

This student demonstrates:

a. thoroughly developed theoretical / conceptual framework

Comments:

Action Required:

b. thorough and appropriate understanding of methodology consistent with aims of the inquiry.

Comments:

Action Required:

1. Understanding and Use of Concepts

This student demonstrates:

*c. methods that are supportive of aims and congruent with methodology.***Comments:****Action Required:***d. consideration of ethics as a researcher.***Comments:****Action Required:***e. appropriate integration of literature and lived experience.***Comments:****Action Required:***f. innovative and creative uses of concepts and principles.***Comments:****Action Required:**

2. Analysis and Synthesis of Data

This student demonstrates:

*a. extensive evidence of critical thinking.***Comments:****Action Required:***b. creative synthesis of ideas, with the discussion of findings linked to aims of inquiry.***Comments:****Action Required:***c. creative use of analysis or synthesis to generate new ideas.***Comments:****Action Required:****3. Organization**

This student organizes:

*a. the report in a clear manner through use of headings and sub-headings to denote sections and sub-sections.***Comments:****Action Required:**

3. Organization

This student organizes:

b. the report with appropriate transition sentences and paragraphs, from introduction to conclusion.

Comments:

Action Required:

4. Presentation

This student demonstrates:

a. clear and substantiated expression of ideas through the use of accurate grammar and punctuation, as well as accurate spelling that conforms to American or Canadian standards consistently throughout the Report.

Comments:

Action Required:

5. References to Works of Other Authors

This student demonstrates:

a. broad and deep reading in the relevant field of study.

Comments:

Action Required:

5. References to Works of Other Authors

This student demonstrates:

- b. full, accurate, and appropriate citation to works of other authors used in the text of the report in accordance with APA 7th Edition Style.*

Comments:

Action Required:

- c. a full and accurate References List, in accordance with APA 7th Edition Style, indicating the works of authors cited in the text of the report.*

Comments:

Action Required:

6. Other

This student prepares:

- a. a clear and concise Abstract of no more than 300 words.*

Comments:

Action Required:

- b. a full Table of Contents, properly formatted, with separate lists for Tables and Figures (if applicable).*

Comments:

Action Required:

6. Other This student prepares:
<i>c. the addition of relevant Appendices (if applicable), which conform to the established margins of the text.</i>
Comments:
Action Required:

Final Recommendation:	
	Pass (no revisions required)
	Pass with Minor Revisions (pass pending revisions that strengthen the work without substantially changing it; for example: clarification required within an otherwise sound theoretical framework, or issues of proofreading, or minor organization)
	Major Revisions Required (significant revisions needed to address flawed or significantly underdeveloped theoretical framework, inadequacy of research depth or breadth, or problems of scope or focus; must be resubmitted for review pending revisions)
	Fail (a submission that evidences such grievous shortcomings that it cannot be satisfactorily addressed even through extensive revisions (for example, plagiarism, or absence of theoretical framework)

Name of Reviewer: _____

Signature: _____

Date: _____

Office use only:
