

Manuscript Rubric

Candidate Name: _____

Steps to Project Approval:

1. The candidate’s advisor reads and evaluates the project, using the rubric.
 - a. If the advisor rates the project at a “2” or better in all categories, the project is passed on to the second committee member.
 - b. If the paper does not receive a “2” or better in all categories, it is returned to the candidate for rewriting, with attention being given to areas receiving ratings of “1.” Rewrites should be highlighted in yellow.
2. Once the major advisor has rated the project as “2” or better in all categories, the second committee member receives the project and reads and evaluates it, using the rubric.
 - a. If the second committee member rates all categories of the project at “2” or better, the project will be considered “passing.”
 - b. If the second committee member does not rate all categories as a “2” or better, s/he will meet with the major advisor to discuss concerns. They will discuss the categories rated “1” and determine together what rewrites are necessary. If, after these rewrites, the second committee member rates the project as “2” or better in all categories, the project will be considered “passing.”
 - c. If the two committee members cannot come to an agreement on the passing of the project, a third committee member will be assigned. The third committee member will read and rate the project, using the rubric. If the third committee member rates the project as “2” or better in all categories, the project will be considered “passing.”

Category	Unsatisfactory (1)	Satisfactory (2)	Exemplary (3)	Overall Rating
Introduction/ Overview, research question	<ul style="list-style-type: none"> • Research question(s) is not clearly defined • Research question(s) is not relevant to curriculum and instruction • The significance of the study is not stated or not clearly related to C & I issues • The introduction does not contain information to warrant the implementation of the project. • Does not demonstrate critical thinking and writing skills in 	<ul style="list-style-type: none"> • Research question(s) is identified • Research question(s) is relevant to curriculum and instruction • The significance of the study is stated and is related to C & I issues • The introduction contains information to warrant the implementation of the project • Demonstrates adequate critical thinking and writing skills 	<ul style="list-style-type: none"> • Research question(s) is clearly identified • Research question(s) is highly relevant to curriculum and instruct. • The significance of the study is very clearly stated and very clearly related to C & I issues • The introduction demonstrates a solid ability to understand critical factors of C & I that require further study • Demonstrates exemplary critical thinking and writing skills 	

Literature Review	<ul style="list-style-type: none"> Does not contain an adequate number of refereed sources Some sources are not adequately relevant to the research topic Does not reflect an adequate analysis and synthesis of multiple viewpoints on the topic of research No formal organizational style is used to present information 	<ul style="list-style-type: none"> Includes a minimum of 15 peer-reviewed sources Sources are adequately relevant to the research topic Reflects a good analysis and synthesis of multiple viewpoints on the topic of research Uses an adequate style of organization to present information 	<ul style="list-style-type: none"> Includes more than the minimum number of refereed sources Inquiry is based on a highly relevant set of sources addressing the research topic Reflects a thorough and comprehensive analysis and synthesis of multiple viewpoints on the topic of research Uses an excellent style of organization to present information 	
Methodology/ Research Design	<ul style="list-style-type: none"> Critical information needed to understand research design and methodology is missing The research design is not appropriate to the topic of study Data collection methods are not appropriate to the research method/design In qualitative research designs, data is not triangulated Reliability and validity are not considered in assessments 	<ul style="list-style-type: none"> Most of the critical information needed to understand research design and methodology is present The research design is appropriate to the topic of study Data collection methods appropriate to the research method/design In qualitative research designs, data is adequately triangulated Reliability and validity of assessments is addressed 	<ul style="list-style-type: none"> All information critical to understanding research design and methodology is present The research design is highly appropriate to the topic of study Data collection methods are highly appropriate to the research method/design In qualitative research designs, data show excellent data triangulation Reliability and validity of assessments is given careful consideration 	
Data Analysis & Interpretation	<ul style="list-style-type: none"> Inappropriate tools, approaches or strategies are used to gather and/or display the data Does not use an acceptable approach to analyze the data Quantitative data are not mathematically correct or qualitative data are not triangulated The data analysis does not demonstrate an understanding of the connection between the research data and the research questions 	<ul style="list-style-type: none"> Appropriate tools, approaches or strategies are used to gather and display the data Uses acceptable approaches to analyze the data Quantitative data are mathematically correct or qualitative data are triangulated The data analysis demonstrates an understanding of a connection between the research data and the research questions 	<ul style="list-style-type: none"> Excellent tools, approaches or strategies are used to gather and display the data Uses highly effective approaches to analyze the data Quantitative data are mathematically correct or qualitative are expertly triangulated The data analysis demonstrates the connection between the research data and the research questions 	

Summary/ Discussion/ Application	<ul style="list-style-type: none"> • Discussion does not have clear conclusions based on research findings or draws conclusions unrelated to the research findings • Does not note limitations of the study • Does not discuss the significance of the findings • Does not make connections between the research and its impact on some aspect of C&I • Does not suggest questions for further research 	<ul style="list-style-type: none"> • Discussion includes appropriate conclusions based on research findings • Notes limitations of the study • Provides an adequate discussion of the significance of the findings • Makes appropriate connections between the research and its impact on some aspect of C&I • Includes questions for further research 	<ul style="list-style-type: none"> • Discussion includes excellent conclusions that are clearly based on research findings • Does an excellent job of describing limitations of the study • Provides a robust discussion of the significance of the findings • Makes excellent connections between the research and its impact on some aspect of C&I • Includes well thought-out questions for further research 	
APA Formatting	<ul style="list-style-type: none"> • Reference list is not included or does not follow APA style • Not all necessary information is included in the reference list and appendices • Appendices are not appropriately placed and/or not adequately formatted • Citations are not placed in the correct places or are not correctly formatted • Proper page formatting, including headers and footers, is not used 	<ul style="list-style-type: none"> • The reference list is included and, for the most part, follows APA style • Most necessary information is included in the reference list and appendices • Appendices are appropriately placed and, for the most part, correctly formatted • Most citations are correctly placed and correctly formatted • Proper page formatting, including headers and footers, is used the majority of the time 	<ul style="list-style-type: none"> • The reference list is included and closely follows APA style • All necessary information is included in the reference list and appendices • Appendices are appropriately placed and formatting is correct throughout • All citations are correctly placed and correctly formatted • Proper page formatting, including headers and footers, is consistently used 	
Scholarly Writing	<ul style="list-style-type: none"> • Spelling, grammar and/or punctuation are not adequate • A number of grammar and sentence structure errors that adversely impact the reading and comprehension of the paper • Style of writing does not adequately reflect a scholarly approach 	<ul style="list-style-type: none"> • Spelling, grammar and punctuation are primarily correct • Grammar and sentence structure are adequate throughout the paper • Style of writing adequately reflects a scholarly approach 	<ul style="list-style-type: none"> • Spelling, grammar and punctuation are excellent • Grammar and sentence structure are excellent throughout the paper • Style of writing reflects a scholarly approach that reflects a tone of knowledge and authority 	