

Name: _____

Project Name: _____

**Senior English 12B
Capstone Project Evaluation**

Hour: _____

Date: _____

Earned Points	Planning	Community Partners	Communication	Advertising	Funding	Implementation	Follow-up Thank You's	Sustainability	Artifacts
10	The procedures for determining project are followed. The need is considered immediate or critical. The project provides a service outside of fundraising or collection of items. The project is original.	Community Partners (business/groups) are essential to the success of the project. Some school staff may be involved as well.	Communication between students and community partners, administration, staff, and others is well thought out in advance and professional in nature. Relationship building & networking occurs.	Multiple means of traditional, creative, and unique advertising are used. Students learn how to use new technology for advertising purposes.	Students design high-quality, unique ways to fund their projects. Students may successfully write for grants. Students cover a minimal amount of the cost of the project.	The presentation has an energy about it that influences the audience. The formality of the implementation is suitable for the targeted audience. Presentation has been well prepared and practiced. All needed materials are professional and on-hand.	Professional thank you notes on school letterhead are signed by the superintendent and principal, and they are delivered to community partners, staff, and other help as needed. Letters are sent to staff supervisors.	Students have an interested adult who will supervise the project in future years and have trained sophomores and juniors who will implement the project.	Artifacts are professionally created and presented. They represent the entire project development from the brainstorming for a project through the reflection.
8.5	The procedures for determining project were followed. The need is considered important but not urgent. The project provides a service outside of fundraising or collection of items. The project is original.	Community Partners (business/groups) may help a with the project, but they are not critical contributors. Some school staff may be involved as well.	Communication between students and community partners, administration, staff, and others is functional but may not be well or professionally planned in advance. Personal contacts are made	Multiple means of traditional, creative, and unique advertising are used. Students do not learn how to use new technology for advertising purposes.	Students design unique ways to fund their projects, but the implementation may not be professional. Students cover a minimal amount of the cost of the project.	The formality of the implementation is suitable for the targeted audience. Presentation has been well prepared and practiced. All needed materials are professional and on-hand.	Professional thank you notes on school letterhead are signed by the superintendent and principal, and they are delivered to community partners, staff, and other help in a timely manner.	Students have an interested adult who will supervise the project in future years but have not trained sophomores and juniors who will implement the project.	Artifacts are mostly professionally created and presented. They represent the entire project development from the brainstorming for a project through the reflection.
7.5	The procedures for determining project were followed. The need is not considered to be immediate or critical. The project may be limited to raising funds or goods. The project may be a continuance or a part of an established project.	School staff and parents are involved with the project.	Communication between students is fine. Communication between students and community members, administration, and staff is avoided, not timely, or on a drop-in basis. Rare face-to-face contact is made.	Traditional means of advertising are used. Technology is (outside of announcements) not used. Time may not be sufficient for successful advertising.	Students use traditional means to cover funding for the project. The cost is not completely covered by students themselves.	The implementation of the project goes fairly well, but there are many simple ways that it could be improved.	Students may hit-or-miss those who should receive thank you letters. These may be written in an informal style. Supervisors do not receive notification of employee efforts.	Students have not secured any one who will supervise or implement the project but have created a professional implementation guide and donated it to the career lab library.	Some artifacts are professionally created and presented; some may be handwritten or in rough draft format (with errors). Most, but not all, of the project development is represented.
6.5	The project is simply based on the wants of the group and not on an important need. The project may be a repeat of something the student has already begun or has worked on prior to this assignment.	Students mainly work in isolation. They do not include others in the development or implementation of the project.	Students do not communicate well with one another, or they do not communicate effectively with community members, administration, or staff.	There is little evidence of advertising or the advertising was not high quality, timely or effective.	Students and/or parents take on the cost of the project.	The implementation of the project does not go well because of lack of practice or poor planning & development.	No thank you letters are sent.	This is a one-and-done project.	Artifacts do not appear professional. They are not presented in an appealing way (may be messy or unorganized). Artifacts occasionally represent parts of the project development.