

## Honors Project Rubric

	Acceptable	Needs improvement before submission
<p><b>Preparation</b> Objective: The entire project proposal should be submitted all together, with each page complete and clearly labeled. Except for signatures, the entire proposal is completed on a word processor.</p>	<p>All fields in the proposal form are completed. Except for signatures, the entire proposal was completed on a word processor. Student statement of project and faculty mentor statement are included. Each submitted page is clearly labeled with the student name.</p>	<p>Missing information in any fields; missing student statement; missing faculty statement; any or all portions are handwritten.</p>
<p><b>Content</b> Objective: Describe the project and its anticipated final form. Demonstrate that thought has been given to the amount and type of research or other work that will be needed in order to complete the project.</p>	<p>Thoroughly and thoughtfully prepared. Clear connections between academic coursework and expected project outcomes. Final form of the project (paper, presentation, artwork, etc.) is clearly described. All questions in the student statement are clearly answered.</p>	<p>Proposal appears to be hastily written. Little or no description of anticipated final form of project, or types of research required to complete the project. Student statement does not clearly address the questions.</p>
<p><b>Grammar and mechanics</b> Objective: Documents are carefully prepared and demonstrate college-level communication skills</p>	<p>Proposal and supporting documentation exhibit college-level use of grammar, punctuation, mechanics, and sentence structure. Proposal has been spell-checked for accuracy.</p>	<p>Proposal contains errors that interfere with meaning or demonstrate writing that is below the college level.</p>
<p><b>Time management</b> Objective: Submit all documents according to deadline. Coordinate with faculty mentors to remain on task.</p>	<p>Entire proposal (including student AND faculty mentor statements) submitted on or before the requested due date.</p>	<p>Proposal is late, or, if submitted on time, requests for additional information are not supplied in a timely manner.*</p>

\*Proposals that are received more than **one week** after the deadline will not be accepted. Responses for additional information that are received more than **one week** after the request is made will not be accepted.