

Program Evaluation Dissertation Proposal Rubric

Indicator	Performance			
<b>General Requirements:</b>				
1. The title page contains: <ul style="list-style-type: none"> <li>• The title “Program Evaluation Dissertation”</li> <li>• Title of the Study</li> <li>• Semester and year prepared</li> <li>• Candidate’s name (e.g., “Prepared by …”)</li> <li>• Committee Members Names (with Sponsor’s Name Noted)</li> </ul>	Yes	No		
2. The Document is divided into major sections: <ul style="list-style-type: none"> <li>• Abstract</li> <li>• Acknowledgements</li> <li>• Introduction</li> <li>• Evaluation Focus</li> <li>• Methodology</li> <li>• Evaluation Results</li> <li>• Conclusions and Recommendations</li> <li>• Minority Reports or Rejoinders (If appropriate)</li> <li>• References</li> <li>• Attachments/Appendices</li> </ul>	Yes	No		
3. The pages of the dissertation are numbered consecutively from page 1 to X (excluding the title page).	Yes	No		
4. The Table of Contents, List of Figures, List of Appendices, and List of Tables precedes the Executive Summary and identifies all major sections.	Yes	No		
5. The text of the report is doubled spaced, 12 point, Times Roman Font, with 1 inch margins.	Yes	No		
6. Citations and References are formatted in APA style.	Yes	No		
7. The writing is stylistically sophisticated, using language that is precise and engaging, with an awareness of the audience (i.e., University Faculty and Senior District/College Administration) and purpose.	I	E	BP	OP
8. The writing exhibits conventional spelling, punctuation, paragraphing, capitalization, grammar, usage, and documentation.	I	E	BP	OP

<p>9. Abstract:</p> <p>The <u>one to two-page</u>, single-spaced overview that presents a comprehensive summary of the following sections of the report:</p> <ul style="list-style-type: none"> <li>• Evaluation Focus including questions</li> <li>• Evaluation Results</li> <li>• Recommendations</li> <li>• Limitations</li> </ul>	<p>I      E      BP      OP</p>
<p>Evaluation Focus:</p> <p>Background: A brief overview of the entity under examination that includes the following:</p> <ul style="list-style-type: none"> <li>• Descriptive information about the organization where the program is located</li> <li>• Program description, goals and objectives, and scope of activities</li> <li>• c. Logic model (program theory or theory of action)</li> <li>• Purpose of the evaluation (including evaluation questions) and research stance (i.e. role of researcher in study context)</li> <li>• Literature review of prior work that grounds the study including an overview of research on topic, an exploration of the gaps of prior work and limitations, and a forward thinking discussion of how this body of knowledge sets the context and provides direction to this new study</li> </ul> <p>(The Evaluation Focus Section is typically 15 pages)</p>	<p>I      E      BP      OP</p>
<p>Methodology</p> <ul style="list-style-type: none"> <li>• Choice of evaluation design and discussion of measures (including reasons for selection) grounded in program evaluation and methods literature.</li> <li>• Costs/benefits of selected design with a focus on anticipated threats to validity of overall design and methods to address these (reliability and validity of particular instruments may be discussed under d or f)</li> <li>• Study instruments: Development (or selection) and design of instruments</li> <li>• Data collection: Detailed discussion of study participants, sampling process, data collection procedures, etc.</li> <li>• Data analysis</li> <li>• Discussion about how safeguards taken</li> </ul>	<p>I      E      BP      OP</p>

<p>to ensure confidentiality of participants during data collection, analysis, and reporting of results. Include a statement about RSRB approval.</p> <ul style="list-style-type: none"> <li>• Study timeline (present in table) including proposal development (including research instruments), proposal defense, RSRB approval, piloting of data collection instruments, data collection, data clean up, data analysis and interpretation, and writing and revision of dissertation.</li> <li>• Limitations of study</li> </ul> <p>• (Evaluation Plan and Procedures is typically 15 pages.)</p>				
<p>References</p> <ul style="list-style-type: none"> <li>• References are formatted in APA style</li> </ul>	Yes		No	
<p>Appendices (Each item has its own appendix A-Z)</p> <p>Things that you may include here:</p> <ul style="list-style-type: none"> <li>○ Description of Evaluation Plan/Design, Instruments (questionnaires, focus group/interview protocols, observation instruments, consent forms), and Data Analysis and Interpretation</li> <li>○ Detailed Tabulations or Analyses of Quantitative Data and Transcripts or Summaries of Qualitative Data</li> <li>○ Other Information, as Necessary.</li> </ul>	I	E	BP	OP

1. Insufficient (I) – i.e., Warner student did not meet this standard.
2. Emergent (E) – i.e., Warner student somewhat able to meet this standard.
3. Basic proficiency (BP) – i.e., Warner student is able to meet this standard.
4. Outstanding performance (OP) – i.e., Warner student is more than able to meet this standard.