

DMin 2nd Year Project Proposal Rubric

Title Page

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Required Components	All of the required components of the title page are included: (1) the name of the University and the seminary, (2) title of the study, (3) the degree for which the paper is submitted, and (4) the author's name and current month and year	1 of the components is missing	2 of the components is missing	More than 2 of the components is missing
Formatting	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> . The components are all in the correct order and spaced correctly	The page is mostly formatted correctly according to <i>Andrews University Standards of Written Work</i> . One of the components is not space correctly	There are 2-3 spacing or placement errors	There are more than 3 spacing or placement errors
Title of the Study	Title clearly describes the what, who, and where of the project	Title describes the what, who, and where of the project	The title is only vaguely connected to the project	The title seems to have no connection to the project
Language Conventions	There are no spelling errors	There is 1 spelling error	There are 2-3 spelling errors	There are more than 3 spelling errors

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Description of the Ministry Context

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Length	Limited to ½ to ¾ of a page	No more than 1 page	More than 1 page or less than ½ page	Guidelines for length are not followed
Content	Describes clearly and concisely the ministry context where the project will be implemented	Describes somewhat clearly the ministry context where the project will be implemented	Description lacks clarity and conciseness and/or are related more the outcomes than reasons of importance	No clear description of the ministry context
Format	Follows precisely the format in the project proposal sample	Follows the format in the project proposal sample with minor variation	There are some clear differences from the project proposal sample	Does not follow at all the format of the project proposal sample
Clearly Written	The Description is written in a reader-friendly manner that models clarity of expression. Uses short declarative sentences.	The Description is written in a reader-friendly manner. One or two sentences lack clarity of expression. Uses short declarative sentences.	Several sentence in the Description lack clarity of expression. Expression of some ideas is confusing to the reader. Uses long, rambling sentences.	The Description does not promote reader understanding and/or is unclear in language use and expression. Uses long, rambling or run-on sentences.
Language Conventions	There are no spelling, grammar, or punctuation errors	There is one spelling, grammar, or punctuation errors	There are 2-3 spelling, grammar, or punctuation errors	There are more than 3 spelling, grammar, or punctuation errors

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Statement of the Problem

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Length	The Statement of the Problem is limited to 4 to 5 sentences	The Statement is 6 to 7 sentences	The Statement is 8-10 sentences	Guidelines for Statement length are not followed.
Nature of the Problem	A specific problem from the ministry context is clearly identified	A specific problem is identified that is somewhat connected to the ministry context	The problem is not connected to the context of ministry	The problem is outside of the scope of ministry
Evidence of the Problem	The reality of the problem is supported by clear objective evidence	The reality of the problem is supported by subjective evidence	The source of the evidence is unclear	There is no evidence given to support the reality of the problem
Restrictive Nature of the Problem	The problem is neither too broad or too narrow and deals with one specific issue—any other problems are seen in subordination to the major one	A specific problem is identified but is either too broad or too narrow in scope	Multiple problems are identified	Does not demonstrate a clear understanding of the problem to be addressed
Components of the Statement	The Statement addresses the stable context, provides evidence of the problem, the consequences of the problem, and identifies the destabilizing condition (root problem)	1 of the four components are missing from the Statement	2 of the four components are missing from the Statement	3 or more of the components are missing from the Statement
Format	Follows precisely the format in the project proposal sample	Follows the format in the project proposal sample with minor variation	There are some clear differences from the project proposal sample	Does not follow at all the format of the project proposal sample
Language Conventions	There are no spelling, grammar, or punctuation errors	There is 1 spelling, grammar, or punctuation errors	There are 2-3 spelling, grammar, or punctuation errors	There are more than 3 spelling, grammar, or punctuation errors
Clearly Written	The Statement is written in a reader-friendly manner that models clarity of expression. Uses short declarative sentences.	The Statement is written in a reader-friendly manner. One or two sentences lack clarity of expression. Uses short declarative sentences.	Several sentence in the Statement lack clarity of expression. Expression of some ideas is confusing to the reader. Uses long, rambling sentences.	The Statement does not promote reader understanding and/or is unclear in language use and expression. Uses long, rambling or run-on sentences.

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Outlines of Chapters 2 and 3

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
For chapter 2, Indicates the 3-5 areas of Scripture and/or theology for reflection that address the problem	Clearly indicates 3-5 areas of Scripture and/or theology that address the problem	One of the areas does not address the problem, but all the rest do	Only one of the areas addresses the problem	None of the areas relate at all to the problem
For chapter 3, Indicates the 3-5 areas of academic research for review that address the problem	Clearly indicates 3-5 areas of academic that address the problem	One of the areas does not address the problem, but all the rest do	Only one of the areas addresses the problem	None of the areas relate at all to the problem

Project Proposal Reference List

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Correct Style for The Type of Entry	All of the various types of entries are in correct Turabian Author/Date style	2 of the entries are not in correct Turabian Parenthetical style	3-4 of the entries are not in correct Turabian Parenthetical style	5 or more of the entries are not in correct Turabian Parenthetical style
Number of References	A minimum of 100 references from varied types of sources	90 references from varied types of sources	80 references or, regardless of the number of entries, they are limited to one single source type	Less than 70 references
Language Conventions	There are no spelling errors	There is 1 spelling error	There are 2-3 spelling errors	There are more than 3 spelling errors

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Vita

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Length	Should be very brief—no more than 1 page	Just over 1 page	Is more than 1 ½ pages	Guidelines for length are not followed
Components	Includes educational and employment history, and current contact information	Does not include 1 of the components	Does not include 2 of the components	Does not include any of the components
Language Conventions	There are no spelling or punctuation errors	There is 1 spelling or punctuation error	There are 2-3 spelling or punctuation errors	There are more than 3 spelling or punctuation errors

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Overall Project Proposal

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
Length	The main text of the proposal should be limited to 5-6 pages	The main text of the proposal is 7-8 pages	The main text of the proposal is 9-10 pages	The guidelines for length are not followed
Components	All of the components of a project proposal are included and in the right order	1 of the components is missing or out of sequence	2 of the components are missing or out of sequence	More than 2 of the components are missing or out of sequence
Format	The proposal is formatted correctly according to <i>Andrews University Standards of Written Work</i> .	The proposal is mostly formatted correctly according to <i>Andrews University Standards of Written Work</i> . There is one formatting errors	There are 2-3 formatting errors	There are more than 3 formatting errors
Style	The proposal follows correct Turabian Parenthetical style	The proposal mostly follows correct Turabian Parenthetical style. There is 1 Turabian Parenthetical style error.	There are 2-3 Turabian Parenthetical style errors	There are more than 3 Turabian Parenthetical style errors
Clearly Written	The overall proposal is written in a reader-friendly manner that models clarity of expression. Uses concise sentences.	The overall proposal is written in a reader-friendly manner. One or two sentences lack clarity of expression. Uses concise sentences.	Several sentence in the proposal lack clarity of expression. Expression of some ideas is confusing to the reader. Uses long, rambling sentences.	The proposal does not promote reader understanding and/or is unclear in language use and expression. Uses long, rambling or run-on sentences.
Language Conventions	There are no spelling, grammar, or punctuation errors	There is 1 spelling, grammar, or punctuation errors	There are 2-3 spelling, grammar, or punctuation errors	There more than 3 spelling, grammar, or punctuation errors

Revised 03/19/2020