

Key Components of a Topic Summary

Name _____

Topic Summary: a survey of preliminary reading done on a topic of investigation

COMPONENTS

- [] Ten-page limit, double-spaced at 11 or 12 pitch Times Roman, plus attachments.
- [] Title of 15 words or less
- [] Introductory paragraph indicates to the reader how your Topic Summary is organized
- [] a. A brief description of the topic and why you selected it (2-3 paragraphs)
- [] b. How knowledge bases underlying the topic are structured and organized (may include concept map)
- [] c. Origins (history) and development of the topic (2 pages or less)
- [] d. Key concepts, theories, ideas, definitions (2 pages or less)
- [] e. Various ontological, epistemological, and axiological issues pertaining to this topic; other debates and differing points of view (2 pages or less)
- [] f. Main questions that have been addressed to date in the literature (1 page or less)
- [] g. Questions of interest to you that have not been addressed. Evidence of a need for further investigation of your topic of interest (justification) (1 page or less)
- [] h. how your literature review might be organized; concluding remarks (1 page or less)

ALSO CONSIDER

- [] Internal consistency; a connecting theme throughout; tight; avoid excess verbiage. Use metaphor and abstraction where possible.
- [] A nice array of supporting references (in bibliographic form)
- [] Factual; free from errors; complete enough in scope
- [] Reader-friendly and clearly written; neat; accurate grammar and punctuation. Avoids long, rambling sentences.



Create Rubrics for your Project-Based-Learning Activities

EDCI730: Topic Summary

Teacher name: Dr. Burton

Student Name _____

CATEGORY	4 Target (Synthesis/Integration)	3 Acceptable (Competent Understanding)	2 Needs Improvement (Many Gaps Evident)	1 Unacceptable
Length	Same as Acceptable	Statement is limited to 10 pages, double-spaced, with 1-inch margins, and an 11- or 12-point basic font. Endnotes and graphic attachments not counted as part of the 10 pages	One or two guidelines are not followed	Guidelines for statement length are not followed.
Title	Title is 15 words or less and clearly communicates the area under study	Title clearly communicates the focus of the paper but is more than 15 words	Title is within length limits, but does not clearly communicate the focus of the paper	Guidelines are not followed
Introduction	Introductory paragraph sets the stage for the rest of the paper and indicates how the paper is organized	Introductory paragraph lacks clarity about one aspect of the paper's organization	Introduces the topic of the paper <i>OR</i> the organization or the paper, but not both	Not focused on topic or task. Does not demonstrate rudimentary understanding
Description of Topic	Describes the topic so a novice can understand and explains reasons for this choice	Describes the topic adequately and explains reasons for this choice	Describes the topic adequately and/or explains reasons for this choice	Not focused on topic or task. Does not demonstrate rudimentary understanding
Supporting Knowledge Bases	Discusses how knowledge bases underlying the topic are organized and represents them with a concept map	Discusses how most knowledge bases underlying the topic are organized; may or may not represent them with a concept map	Discusses how some knowledge bases underlying the topic are organized; may or may not represent them with a concept map	Not focused on topic or task. Does not demonstrate rudimentary understanding
Origins and Development	Presents the origins and historical development of the topic	Presents the origins and historical development of the topic, with some gaps	Presents aspects of the origins and historical development of the topic with many gaps	Not focused on topic or task. Does not demonstrate rudimentary understanding
Key concepts, theories, ideas, definitions	Presents key definitions, concepts, ideas, and theories that frame the topic to inform the reader	Presents key definitions, concepts, ideas, and theories that frame the topic to inform the reader, but some gaps are evident	Presents a few key definitions, concepts, ideas, or theories that frame the topic, but not enough to inform the reader	Not focused on topic or task. Does not demonstrate rudimentary understanding
Philosophical Issues/Other Points of View	Discusses philosophical issues relevant to the topic/Presents alternative	Identifies most philosophical issues relevant to the	Discusses one or two philosophical issues relevant to the topic/Presents one	Not focused on topic or task. Does not demonstrate rudimentary

	points of view	topic/Presents some alternative points of view	alternative point of view	understanding
Answered Questions	Synthesizes the main questions around the topic that have been answered in the literature to date	Synthesizes the main questions around the topic that have been answered in the literature to date, while including one or two tangential references	Unable to distinguish between main questions and tangential questions for this topic	Not focused on topic or task. Does not demonstrate rudimentary understanding
Unanswered Questions	Identifies questions of personal interest that have not been answered in the literature to date	Some questions identified for future study need refinement	Identifies unanswered questions that are either too broad (unanswerable) or too narrow (not enough to study)	Not focused on topic or task. Does not demonstrate rudimentary understanding
Plans for Organizing Your Literature Review/ Conclusion	Identifies a plan for organizing the complete literature review for the dissertation/ Concludes the paper with insightful remarks	Identifies a plan for organizing the complete literature review for the dissertation/ Concludes the paper with summary statements	Plan for organizing the dissertation literature review shows major gaps or misconceptions	Not focused on topic or task. Does not demonstrate rudimentary understanding
Internal Consistency	Writing exhibits parsimony, logical flow and internal connections, and personal voice			Not focused on topic or task. Does not demonstrate rudimentary understanding
Supporting References	Evidence of wide reading and insightful synthesis of the professional literature surrounding the topic	Evidence of wide reading and understanding of the literature surrounding the topic	While relevant literature has been identified, gaps are evident in the literature base	Not focused on topic or task. Does not demonstrate rudimentary understanding
Factual/ Complete	There are no factual errors in the final draft. Complete in scope	There is one factual error in the final draft. Minor gaps in the document.	There are 2-3 factual errors in the final draft. Major gaps in the document.	The final draft has more than 3 factual 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 sentences 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.
Language Conventions	There are no spelling, grammar, or punctuation errors in the final draft.	There is one spelling, grammar, or punctuation error in the final draft.	There are 2-3 spelling, grammar, or punctuation errors in the final draft.	The final draft has more than 3 spelling, grammar, or punctuation errors.

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