Level V Capstone Project Feedback Worksheet

This feedback worksheet guides an evaluator's review of a Capstone Project, including both the paper and the presentation. Descriptions in the table are examples, but may not be the only items used to determine the evaluation. All projects should incorporate the feedback before submitting the final paper to the instructor for credit.

Project Title: _____

Student(s): _____

Evaluator: _____ Email: _____

Project Topic			
	Unsatisfactory (0)	**Marginal (10)**	**Satisfactory (20)**
Problem Statement or Innovation Idea **Total:** _____	Did not address a Region or National issue.	Mostly clear. Broad boundaries could be better defined. Questionably addresses region or national significance.	Well defined, boundaries are clear, addresses an issue of region or national significance.
Comments:			

Written Paper			
	Unsatisfactory (0)	**Marginal (10)**	**Satisfactory (20)**
Situation Analysis **Total:** _____	No analysis or very weak. No facts to support analysis. Does not support Region or National significance.	Analysis could have been more detailed. Analysis could be more Regional or National specific. Included facts from only one source. Only alternative was "status quo"	Detailed analysis with only minor flaws. Analysis supports that the problem is of Region or National significance. Facts from 3+ sources. Cited SME. 3+ alternates (incl status quo).
Comments:			

	Unsatisfactory (0)	**Marginal (10)**	**Satisfactory (20)**
Proposal Analysis **Total:** _____	No clear solution or recommendation provided. No factual evidence to justify a change at the Region or National level.	Includes proposal, but not clearly tied to the situation. Discussed other options but did not include a clear analysis of why proposal was selected over others.	Proposal driven by problem statement or situation. Facts support the proposal. Provided pros/cons of each proposal. Addressed cost, risks, & benefits of proposal and justified change.
Comments:			

	Unsatisfactory (0)	Marginal (5)	Satisfactory (10)
Mechanics **Total:** _____	Spelling and grammar errors make it difficult to understand intent. Did not cite sources. Too short to present all required elements.	Poor sentence structure and spelling errors, but can get the gist of the student's intent. Sources were cited but had format errors. Content introduced that did not further the proposal.	Few spelling or grammar errors found. All required assignment parameters included (e.g. slide format, citations, etc.). Sufficient length to present all required elements.
Comments:			

	Unsatisfactory (0)	Marginal (5)	Satisfactory (10)
Writing Style **Total:** _____	Writing was unclear, overly verbose, not structured, or was unprofessional in tone	Writing did not flow well between paragraphs, overall work not cohesive	Writing was clear and concise, transitioned well between sections, easy to read.
Comments:			

Presentation

Presentation	Unsatisfactory (0)	Marginal (5)	Satisfactory (10)
Presentation **Total:** _____	Was not ready. If group project, not all contributed to the briefing. Camera off. Did not use CAP branded slides.	Understood the basics of the topic. Could only answer a few questions. Not all group members contributed. Some eye contact. Camera on. Used outdated CAP branded slides.	Clearly knowledgeable about the topic. Answered questions accurately and confidently. All members participated. Good eye contact. Used current CAP branded slides.
Comments:			

	Unsatisfactory (0)	Marginal (5)	Satisfactory (10)
Compliance **(Class B or Aviator Shirt worn IAW CAPR 39-1)** **Total:** _____	Not in minimum basic uniform. Did not comply with grooming standards.	In uniform but with noticeable errors (e.g. ribbons out of order, missing items, wrong undershirt, uniform not clean or pressed). Grooming met requirements.	In uniform with no errors. Grooming met requirements.
Comments:			

Feedback Results: _____

(80-100 pts) Satisfactory - **Meets requirements**. Finalize using any provided feedback and submit to the instructor.

(50-79 pts) Marginal - **Needs rework.** Use the provided feedback, work with your advisor to revise, and then resubmit.

(Below 50 pts) Unsatisfactory. **Project must be redone.** Once revised, schedule a new presentation with your instructor.