

**CAPSTONE INTEGRATED EXERCISE
Grading and Presentation Rubric**

Capstone Course:

Title of Presentation:

Student:

Date of Presentation:

**Instructor and Research
Advisor (if applicable):**

Numerical and Letter Grade:

Independent Evaluator:

Performance Level:

Section I: Oral Communication

| Criteria | (4 points) Exemplary | (3 points) Proficient | (2 points) Marginal | (1 point) Unacceptable | Score |
|----------------------------------|--|---|---|---|-------|
| Organization | <p>Presentation is clear, logical and organized. Listener can follow line of reasoning with <u>no more than three (3) errors.</u></p> <p>Measuring key components: an identifiable introduction, thesis, purpose, hypothesis, research questions, statistical data and conclusion.</p> | <p>Presentation is generally clear and well organized with <u>no more than four (4) to six (6) errors.</u></p> <p>Measuring key components: an identifiable introduction, thesis, purpose, hypothesis, research questions, statistical data and conclusion.</p> | <p>Organization seems haphazard. Some points are not clear. <u>There are between seven (7) to ten (10) errors.</u></p> <p>Measuring key components: an identifiable introduction, thesis, purpose, hypothesis, research questions, statistical data and conclusion.</p> | <p>Presentation is unclear and not organized. Listeners are confused and there are <u>more than ten (10) errors.</u></p> <p>Measuring key components: an identifiable introduction, thesis, purpose, hypothesis, research questions, statistical data and conclusion.</p> | |
| Content: Depth Of Content | <p>Presenter provides accurate and complete explanation of key concepts and theories, drawing upon relevant literature. As a result of listening, listener has an <u>understanding of at least three</u></p> | <p>For the most part, explanations of concepts and theories are accurate and complete. As a result of listening, listener has an <u>understanding of two (2) relevant points.</u></p> | <p>Explanations of concepts and/or theories are inaccurate or incomplete. Very little attempt to connect theory to practice. As a result of listening, listener has an <u>understanding of one (1)</u></p> | <p>No reference is made to literature or theory; <u>no relevant points.</u></p> | |

| | | | | | |
|---|--|--|---|---|--------------|
| | <u>(3) relevant points.</u> | | <u>relevant point.</u> | | |
| Content: Accuracy of Content | Information (i.e., names, facts) included in presentation is for the most part accurate with <u>no more than three (3) errors.</u> | Some significant errors are made. Presenter may have omitted or confused some minor and major points that undermine accuracy. <u>There are between four (4) to six (6) errors.</u> | Enough errors are made to distract listener, but some information is accurate. <u>There are between seven (7) to ten (10) errors.</u> | Information included is consistently inaccurate and the overall presentation may be unreliable. <u>There are more than ten (10) errors.</u> | |
| Use of Language: Grammar | Sentences are complete and grammatical. <u>There are no more than three (3) errors.</u> | For the most part, sentences are complete and grammatical with <u>between four (4) to six (6) errors.</u> | There are some grammatical errors and use of slang is evident. Some sentences are incomplete and grammar is inappropriate. <u>There are between seven (7) to ten (10) errors.</u> | The Presenter has great difficulty with grammar and sentence structure. <u>There are more than ten (10) errors.</u> | |
| Use of Language: Pronunciation | Pronunciation is accurate and precise with <u>no more than three (3) errors.</u> | Pronunciation is complete and accurate with <u>between four (4) to six (6) errors.</u> | There are errors with pronunciation and word choice is inappropriate with <u>between seven (7) to ten (10) errors.</u> | The Presenter has great difficulty with pronunciation and appropriate vocabulary. <u>There are more than ten (10) errors.</u> | |
| Oral Communication Score | | | | | |
| <u>Section II: PowerPoint Presentation</u> | | | | | |
| Criteria | (4 points) Exemplary | (3 points) Proficient | (2 points) Marginal | (1 point) Unacceptable | Score |

| | | | | | |
|---|---|---|---|--|--|
| <p>Visual Presentation</p> | <p>Presentation is measured using the following criteria: appropriate graphics (i.e., tables, pictorials), between 10-15 slides per presentation, no more than 7 lines per slide, appropriate heading levels per slide with no more than 3 words, use same template/background design throughout presentation, correct spelling and grammar, appropriate font size & color, good posture during presentation, proper acknowledgements (i.e., references), and one slide transition.</p> <p><u>Evidence of eight (8) or more criteria.</u></p> | <p>Presentation is measured using the following criteria: appropriate graphics (i.e., tables, pictorials), between 10-15 slides per presentation, no more than 7 lines per slide, appropriate heading levels per slide with no more than 3 words, use same template/background design throughout presentation, correct spelling and grammar, appropriate font size & color, good posture during presentation, proper acknowledgements (i.e., references), and one slide transition.</p> <p><u>Evidence of between five (5) to seven (7) criteria.</u></p> | <p>Presentation is measured using the following criteria: appropriate graphics (i.e., tables, pictorials), between 10-15 slides per presentation, no more than 7 lines per slide, appropriate heading levels per slide with no more than 3 words, use same template/background design throughout presentation, correct spelling and grammar, appropriate font size & color, good posture during presentation, proper acknowledgements (i.e., references), and one slide transition.</p> <p><u>Evidence of between three (3) to four (4) criteria.</u></p> | <p>Presentation is measured using the following criteria: appropriate graphics (i.e., tables, pictorials), between 10-15 slides per presentation, no more than 7 lines per slide, appropriate heading levels per slide with no more than 3 words, use same template/background design throughout presentation, correct spelling and grammar, appropriate font size & color, good posture during presentation, proper acknowledgements (i.e., references), and one slide transition.</p> <p><u>Evidence of two (2) or fewer criteria.</u></p> | |
| <p>PowerPoint Presentation Score</p> | | | | | |

Section III: Extra Credit (Optional)
 (Use of handouts and other supporting materials to further convey key concepts and points)

List supporting materials and handouts used during presentation:

1. _____
2. _____
3. _____

(Extra Credit Range: 1 to 5 Points)

Section IV: Personal Appearance

Instructions: Circle *yes* or *no* for each item (allow 1 point for each *yes* response).

- | | | | |
|-----|---|-----|----|
| 1. | Student is wearing appropriate dress/suit. | Yes | No |
| 2. | Student is wearing appropriate shoes. | Yes | No |
| 3. | Student is wearing appropriate jewelry. | Yes | No |
| 4. | Hair, nails, etc. are appropriate for the occasion | Yes | No |
| 5. | Student is well-groomed. | Yes | No |
| 6. | Student stands and moves appropriately. | Yes | No |
| 7. | Student makes eye contact with audience. | Yes | No |
| 8. | Student appears poised, comfortable, and at ease. | Yes | No |
| 9. | Student demonstrates professional conduct and behavior. | Yes | No |
| 10. | Overall Personal Appearance is Appropriate. | Yes | No |

(Personal Appearance Score Range: 1 to 10 Points)

Total Score (Calculate total points from Sections I, II, III and IV, and indicate on this line)

Section V: Comment Section

**Responsiveness to Audience:
Verbal Interaction and Body
Language during Question and Answer Period**

STRENGTHS: _____

WEAKNESSES: _____

SUGGESTIONS FOR IMPROVEMENT: _____

Other Comments

Score Conversion

(Instructions: Use total score to determine a students’ numerical and letter grade. Additionally, using the score range and grading categories, identify the performance level for each student.)

Performance Level

| Exemplary | Proficient | Marginal | Unacceptable |
|---|--|--|---|
| Score Range (39 - 31) Letter Grade “A” | Score Range (30 - 22) Letter Grade “B” | Score Range (21 - 13) Letter Grade “C” | Score Range (14 – 0) *Letter Grade “D” (14 – 8) *Letter Grade “F” (7 – 1) |
| Conversion to Numerical Grade: Score of 39= 100 Score of 38= 98 Score of 37= 97 Score of 36= 96 Score of 35= 95 Score of 34= 94 Score of 33= 93 Score of 32= 92 Score of 31= 90.5 | Conversion to Numerical Grade: Score of 30= 89 Score of 29= 88 Score of 28= 87 Score of 27= 86 Score of 26= 85 Score of 25= 84 Score of 24= 83 Score of 23= 82 Score of 22= 80.5 | Conversion to Numerical Grade: Score of 21= 79 Score of 20= 78 Score of 19= 77 Score of 18= 76 Score of 17= 75 Score of 16= 74 Score of 15= 73 Score of 14= 72 Score of 13= 70.5 | Conversion to Numerical Grade Score of 14= 69 Score of 13= 68 Score of 12= 67 Score of 11= 66 Score of 10= 64 Score of 9= 62 Score of 8= 60 Score of 7= 59 Score of 6= 58 Score of 5= 57 Score of 4= 56 Score of 3= 55 Score of 2= 54 Score of 1= 53 |