

Start Date: _____ Date to be returned _____
 Name of Committee Chair: _____ Committee Member 1 _____ Committee Member 2 _____
 Manuscript Title: _____ Dr. Michele Rice

Place a check on items that needed to be addressed more thoroughly. Then, rate each of the following sections by circling a response for each criterion, or mark not applicable (NA): 3=Exceeds Expectations; 2=Meets Expectations; 1=Does Not Meet Expectations

After filling out the checklist and rating, please attach a fair explanation of your evaluation and provide constructive feedback to the author.

Abstract:

- | | | | | |
|---|---|---|---|----|
| <input type="checkbox"/> Statement of the problem and why it is important to address it is clear. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Description of who are concerned with the problem and the context is included. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Research method used to study the problem is explained. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> A brief explanation of theories to support research is provided. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> The main findings/results and what conclusions can be drawn from them is stated. | 3 | 2 | 1 | NA |

Introduction/Statement of the Problem:

- | | | | | |
|--|---|---|---|----|
| <input type="checkbox"/> Statement of purpose—that statement of the problem and why it is important to address is clear. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Description of who are concerned with the problem and the context is included. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> How pervasive the problem is and how it has been addressed are discussed. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Relevance/significance of topic: a brief explanation of theories to support the research is provided. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> The position you are taking is explicitly stated. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Discuss the specific part you studying/researching. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Definition of terms is provided (for quantitative studies). | 3 | 2 | 1 | NA |
| <input type="checkbox"/> A hypothesis or problem statement (either in introduction or literature review section). | 3 | 2 | 1 | NA |

Literature Review:

- | | | | | |
|--|---|---|---|----|
| <input type="checkbox"/> Historical issues or background on topic. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> How others have conceptualized the problem is addressed. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Previous research, significant findings, relevant or current studies are discussed. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Factors/variables that explain problem are introduced. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Theories used to explain the problem are examined. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> What is lacking and has not been significantly researched is addressed. | 3 | 2 | 1 | NA |

Research Questions:

- | | | | | |
|--|---|---|---|----|
| <input type="checkbox"/> An introductory paragraph with a statement of purpose is provided. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Research questions or research objectives (for qualitative/inductive process) are stated. | 3 | 2 | 1 | NA |
| <input type="checkbox"/> Hypotheses are formulated (for quantitative studies). | 3 | 2 | 1 | NA |

Methodology:

<input type="checkbox"/> Data collection techniques (field research, participant observation, survey, experiment, etc...)	3	2	1	NA
<input type="checkbox"/> Participants/subjects recruitment, sample size, type of sampling used are appropriate.	3	2	1	NA
<input type="checkbox"/> Operationalization—definition of variables is appropriate	3	2	1	NA
<input type="checkbox"/> Instruments are appropriate (including validity and reliability)	3	2	1	NA
<input type="checkbox"/> Setting, context, research biases are discussed (for qualitative)	3	2	1	NA
<input type="checkbox"/> Description of data analysis procedures is appropriate	3	2	1	NA
<input type="checkbox"/> Research design and timeline are discussed	3	2	1	NA

Results/Findings:

<input type="checkbox"/> Narrative is limited to describing results/findings.	3	2	1	NA
<input type="checkbox"/> For quantitative, relevant numbers and percentages that make up your sample or that describe your variables are accurately stated (descriptive statistics).	3	2	1	NA
<input type="checkbox"/> Data analysis—results/findings are described accurately.	3	2	1	NA
<input type="checkbox"/> Tables/graphs accurately describe and relate to the narrative of the findings/results.	3	2	1	NA
<input type="checkbox"/> Quoted and/or paraphrased statements are used to support summary of findings (qualitative).	3	2	1	NA

Discussion/Significance of study/Implications/Conclusions:

<input type="checkbox"/> The meaning of results/findings are clearly explained or interpreted.	3	2	1	NA
<input type="checkbox"/> Results and findings are related to literature review on subject matter.	3	2	1	NA
<input type="checkbox"/> Conclusions drawn are justified by the results.	3	2	1	NA
<input type="checkbox"/> How the study will advance knowledge within your field of study is addressed.	3	2	1	NA
<input type="checkbox"/> Addressing limitations—problems with results/findings are identified and implications assessed.	3	2	1	NA
<input type="checkbox"/> Practice-related contributions are discussed.	3	2	1	NA
<input type="checkbox"/> Implications, questions or directions for future research are addressed.	3	2	1	NA

Content/Organization:

<input type="checkbox"/> Subtopics for sections are missing/titles of sections are inappropriate.	3	2	1	NA
<input type="checkbox"/> Summaries/conclusions at the end of majors sections are provided.	3	2	1	NA
<input type="checkbox"/> Paragraphs are organized into coherent themes.	3	2	1	NA
<input type="checkbox"/> Sections are organized into coherent themes.	3	2	1	NA

Grammar and Mechanics:

<input type="checkbox"/> Formatting of paper must be consistent with style guidelines.	3	2	1	NA
<input type="checkbox"/> In-text citation is consistent.	3	2	1	NA
<input type="checkbox"/> Documentation in the reference page is correct and consistent.	3	2	1	NA
<input type="checkbox"/> Sentence structure/fragments/run-on sentences/subject & verb agreement errors are addressed	3	2	1	NA
<input type="checkbox"/> Spelling/missing word/word choice errors are addressed	3	2	1	NA
<input type="checkbox"/> Correctness of punctuation is addressed	3	2	1	NA

Comments on content and organization:

- Some of your ideas are good in that you were able to relate your analysis to the subject matter.
 - Some of your ideas are good, but you were not able to sufficiently provide clear analyses by connecting definitions/explanations to the subject matter.
 - Avoid paragraphs of less **than 4 sentences** by providing a topic sentence and development of ideas.
 - Break up page-long paragraphs into manageable paragraphs with clear topics.
 - The paper did not provide sufficient analysis (i.e. connecting theory to explanations of the subject matter)
 - The conclusion is rushed or did not provide a moral or justification for the paper
 - The title for the paper is missing/ subtopics for sections are missing/ titles of sections are inappropriate.
 - The formatting of the paper needs work: titles centered & capitalized/ subtopics flushed left/ indented paragraphs
 - The paper is limited to a summary of the subject matter.
 - This paper did not follow the outline for the assignment.
 - WARNING! Some phrases/ paragraphs have been plagiarized. Please revise, following appropriate APA guidelines for citations.**
-

Comments on Grammar and Mechanics:

- Please use the APA style guide to help you pay close attention to the details of proper in-text citation and referencing of sources—avoid winging it!
 - In formal writing, avoid using “I,” “we” (first person), or the general “you”; use third person (*he, she, it, one*, or the appropriate common nouns).
 - There are punctuation problems in which either the wrong punctuation is used or the appropriate punctuation is missing.
 - Some sentences are much too long; several ideas are jammed into one run-on sentence.
 - Some sentences have no subjects or some are fragments.
 - There are many choppy sentences, which result in confusing statements.
 - Words of titles (except for prepositions/articles) must be capitalized.
 - Dropped* quotes: quotes are not **properly** introduced with signal phrases, explained or punctuated.
 - Subject and verb agreement errors occur.
 - Spelling/ missing word/ word choice errors occur.
 - The reference page is missing/ is not properly formatted.
-

Additional Comments:
