### Criteria for Evaluating Empirical Papers and Portfolios

**Evidence Submitted for Review:**
- [ ] Empirical Paper/Thesis
- [ ] Scholarly Portfolio
- [ ] Capstone Paper

**Student’s Name:**

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**SCORING:** 2 = evidence satisfies criteria, 1 = evidence partially satisfies criteria, 0 = evidence is lacking to support criteria

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Student has demonstrated the ability to...</th>
<th>Score</th>
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| **Research Problem/Issue/Need and Question** | 1. Develop one or more research questions by identifying a gap in knowledge or need for information  
  2. Provide a strong justification for a research or evaluation study that will help to address a problem/issue/need. |       |
| **Literature Review**               | 3. Identify relevant research and literature and accurately summarize and integrate the information to inform the study |       |
| **Theory/Conceptualization**       | 4. Understand one or more theories and use theory to conceptualize the study and when applicable, generate hypotheses |       |
| **Methodology**                    | 5. Apply and use methods that are appropriate for answering the research questions  
  6. Articulate the strengths and limitations of chosen methods |       |
| **Analysis & Presentation of Results** | 7. Interpret results in light of proposed research question and existing literature.  
  8. Consider alternative explanations to findings  
  9. Summarize information in instructional tables and figures |       |
| **Discussion/Implications**        | 10. Clearly summarize the key information gained from the study  
  11. Describe how the work advances knowledge or new insights on an issue  
  12. Discuss implications of findings for practice, theory and research |       |
| **Quality of Writing**             | 13. Provide a clear and coherent presentation with limited typos and grammatical errors  
  14. Present information with logical progression of thought within overall thesis and within each section  
  15. Writing style aligns with audience (academic, lay audiences) |       |

**TOTAL**

**Review Decision:**
- [ ] **Pass** (student provides satisfactory evidence for all criteria)
- [ ] **Provisional Pass** (At least partial evidence in support of all criteria)
- [ ] **No pass** (Any two criteria for which supporting evidence is lacking)

**Feedback to Student (Strengths & weaknesses of work; Expectations regarding next steps; Timeline for meeting expectations):**

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**Faculty Signature:**

**Date:**

**Student Signature:**

**Date:**