PART A: Capstone Proposal Rubric

Level → Criteria↓	Unsatisfactory	Below Satisfactory	Satisfactory	Revision Suggestions
Title Page	APA style title page is not included.	APA format has 1-3 style errors. Title page information is missing 1-2 items as required by the Satisfactory Level.	APA format. Includes name, date, advisor, semester candidate entered the degree program, capstone project title.	
Setting & Context	The proposal is set in a context that may not be accessible by the candidate; OR Permission is not likely to be granted by the appropriate authorities; OR the description does not include the location and all necessary stakeholders.	The proposal is set in a context accessible by the candidate. Permission is like to be granted by the appropriate authorities within the context. The description describes the location and stakeholders. No demographic information or key organizational historical data is offered.	APA narrative. The proposal is set in a context accessible by the candidate. Permission has been granted by the appropriate authorities within the context. The description describes the location and stakeholders. Demographic information and key organizational historical data is offered.	
Capstone Problem, Need, or Question and Rationale	The problem or need is not clearly established. A literature review is not conducted or does not address the appropriate topic.	The description of the problem does not makes it clear that a solution is required; OR a brief review of the literature does not support the importance of fulfilling this need/problem, and fails to convince the reader of capstone's value; OR the literature review does not establish the foundational knowledge required to address this need/problem effectively.	APA narrative. The problem or need statement is education- and technology-related. The description of the problem makes it clear that a solution is required. A brief review of the literature supports the importance of fulfilling this need/problem, convincing the reader of capstone's value. The literature review establishes the foundational knowledge required to address this need/problem effectively.	
Objectives & Deliverables	The bulleted list does not address meeting the goal(s) or needs of the capstone project; OR objectives are not written well; OR deliverables are not included.	The bulleted list clearly address meeting the goal(s) or needs of the capstone project; however components of the project are not addressed or their exclusion is not justified; OR deliverables are unrealistic or tangential to fulfilling the stated objectives.	The bulleted list clearly address meeting the goal(s) and/or needs of the capstone project in a comprehensive manner. Objectives are written well. Deliverables are realistic and will help fulfill the stated objectives.	

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PSC Standards	APA formatting is not evident. The standards addressed are not the Georgia PSC/ISTE Instructional Technology/Coaching Standards; OR no standards are addressed.	APA format has 1-3 style errors. Is missing 1-2 appropriate Georgia PSC/ISTE Instructional Technology/Coaching Standards that are exemplified by this proposal.	APA format. Includes the appropriate Georgia PSC/ISTE Instructional Technology/Coaching Standards that are exemplified by this proposal.	
Project Description	The project description is poorly planned out. Readers cannot envision how objectives will be achieved, what resources will be used, or the timeline planned.	The narrative articulates the project but readers are unclear as to how each objective will be achieved; OR an unrealistic timeline is provided; OR the resources needed and responsible parties are not and/or poorly described.	The model APA narrative articulates the project such that the reader can envision how the objectives will be achieved. A realistic timeline table is provided. The resources needed and responsible parties are realistic and clearly described.	
Evaluation Plan	The evaluation plan does not show a relationship between the evaluation instruments/methods and the objectives of the project.	The evaluation plan provides a narrative that attempts to articulate the relationship between the evaluation methods and the objectives of the project, but questions remain. The timeline is unrealistic. Samples of evaluation instruments or questions are not included.	APA narrative. Model evaluation plan provides a narrative that clearly articulates the relationship between the evaluation methods and the objectives of the project. The timeline table is clear and realistic. Samples of evaluation instruments or questions are included and well-developed.	
References	3 or more references are missing; OR the formatting does not appear to be APA.	APA formatting has 1-3 errors; extra references are listed within the proposal; 1-2 references are missing; OR 1-2 references are not considered reliable and trusted by the field.	APA formatting is correct; all references listed are cited within the proposal; no references are missing; AND all references are considered reliable and trusted by the field.	
Current Capstone Status and Comments	Comments:			Approved: *All "Satisfactory"* Pending Revision: *All at or above "Below Satisfactory"* Pending Rewrite: *One or more at "Unsatisfactory"*

PART B: Capstone Report Rubric

Level → Criteria↓	Unsatisfactory	Below Satisfactory	Satisfactory	Revision Suggestions
Title Page	APA style title page is not included.	APA format has 1-3 style errors. Title page information is missing 1-2 items as required by the Satisfactory Level.	APA format. Includes name, date, advisor, semester candidate entered the degree program, capstone project title.	
Description of Capstone Experience	The reader cannot envision the description of the capstone process; OR the ways that the implementation of the project deviated from the proposal are not addressed; OR the outcomes of the project are not described; OR follow-up plans are not addressed.	The description of the capstone process is attempted but cannot be envisioned by the reader; OR the ways that the implementation of the project deviated from the proposal are described but not rationalized; OR the outcomes of the project are poorly described; OR follow-up plans are not addressed.	APA narrative. The description of completing the capstone process is deep and provides a sequence of key events/actions that occurred. The ways that the implementation of the project deviated from the proposal are described and rationalized. The outcomes of the project are described including deliverables. Follow-up plans are addressed.	
Discussion and Reflection	Does not address all required questions; OR does not include an analysis of the experience; OR does not make overarching connections; OR does not show self-evaluation and criticism.	Addresses all questions asked in the capstone report outline; provides basic description of the experience; AND attempts to make connections between the capstone experience, professional standards, and concepts learned in the program; AND show an attempt at self-evaluation and criticism.	The APA narrative addresses all questions asked in the capstone report outline; moves beyond basic description of the experience and includes an analysis of how the experience contributed to candidate understanding of self, others, and/or the field of K-12 instructional technology; makes connections between the capstone experience, professional standards, and concepts learned in the program.; and shows evidence of self-evaluation and criticism.	
References	3 or more references are missing; OR the formatting does not appear to be APA.	APA formatting has 1-3 errors; extra references are listed within the proposal; 1-2 references are missing; OR 1-2 references are not considered reliable and trusted by the field.	APA formatting is correct; all references listed are cited within the proposal; no references are missing; AND all references are considered reliable and trusted by the field.	

Level → Criteria↓	Unsatisfactory	Below Satisfactory	Satisfactory	Revision Suggestions
Current Capstone Status and Comments	Comments:			Approved: *All "Satisfactory"* Pending Revision: *All at or above "Below Satisfactory"* Pending Rewrite: *One or more at "Unsatisfactory"*

PART C: Video Presentation Rubric

Level → Criteria↓	Unsatisfactory	Below Satisfactory	Satisfactory	Revision Suggestions
Video Content	The video presentation is missing two or more of the required content components, or at least two of the components are not clearly communicated through the video presentation.	The video presentation is missing one of the required content or it is not clearly communicated including (1) candidate introduction including name of degree program, (2) Title of Capstone Project (3) Problem or Need, (4) Capstone Project Plan, (5) Evaluation Plan (6) Description of the Capstone Experience, (7) Reflecting on the Capstone Project, and (8) Copyright acknowledgements.	The video presentation clearly contains all the required content including (1) candidate introduction including name of degree program, (2) Title of Capstone Project (3) Problem or Need, (4) Capstone Project Plan, (5) Evaluation Plan, (6) Description of the Capstone Experience, (7) Reflecting on the Capstone Project, and (8) Copyright acknowledgements.	
Technical Quality	The video has three or more instances of sub-standard quality such as (1) too short or too long, (2) file format is incompatible with YouTube, (3) video is interrupted or shaky, (4) audio is muted or indistinguishable from background sounds, and (5) lighting is too bright or too dark for visual appeal.	The video has two or more instances of sub-standard quality such as (1) too short or too long, (2) file format is incompatible with YouTube, (3) video is interrupted or shaky, (4) audio is muted or indistinguishable from background sounds, and (5) lighting is too bright or too dark for visual appeal.	The video is of appropriate quality by including the following characteristics: (1) between 8 and 15 minutes long, (2) file format is compatible with YouTube, (3) video is cleanly edited, (4) the audio is clear, and (5) the lighting is adequate for visual appeal.	
Accessibility	The video is not accessible on the web; OR has not been emailed to the instructor.	The video file is available on the web through YouTube, SchoolTube, or TeacherTube; however, it was not made public. The url link to the video is linked to the candidate's ePortfolio. In addition, the video has been emailed to the instructor as a web link for archiving purposes.	The video file is available for public viewing available on the web through YouTube, SchoolTube, or TeacherTube. The url link to the video is linked to the candidate's ePortfolio. In addition, the video file (not link) has been emailed to the instructor for archiving purposes.	

Level → Criteria↓	Unsatisfactory	Below Satisfactory	Satisfactory	Revision Suggestions
Current Capstone Status and Comments	Comments:			Approved: *All "Satisfactory"* Pending Revision: *All at or above "Below Satisfactory"* Pending Rewrite: *One or more at "Unsatisfactory"*