## Appendix V: Worksheet for Quality Assurance Review of Capstone

## Syllabus / Projects

**Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_ Instructor Name and Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Check individual capstone projects for following components:** | | | |
|  |  | **Yes/ No** | **Comments** |
| **1** | **Abstract** |  |  |
| **2** | **Hypothesis/Thesis/Aim of work** |  |  |
| **3** | **Literature review** |  |  |
| **4** | **Methodology** |  |  |
| **5** | **Results/Discussion/Analysis** |  |  |
| **6** | **Conclusion/Recommendations** |  |  |
| **7** | **References** |  |  |

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| **Carefully review capstone syllabus for following components:** | | | |
|  |  | **Yes/ No** | **Comments** |
| **1** | **Clear mechanism for selecting  topic** |  |  |
| **2** | **Capstone agreement** |  |  |
| **3** | **Project Timeline** |  |  |
| **4** | **Project Log sheet** (if applicable) |  |  |
| **5** | **Clear guidelines regarding content (abstract, methodology, etc)** |  |  |
| **6** | **Clear policy regarding plagiarism  and use of SafeAssign** |  |  |
| **7** | **Oral presentation rubric** |  |  |
| **8** | **Final Capstone rubric** |  |  |
| **9** | **Poster Presentation rubric** (if  applicable) |  |  |
| **10** | **Guidelines for assessing group work** (if applicable) |  |  |
| **11** | **Ethical compliance** (if applicable) |  |  |

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| **Overall Comments:** |