

**National Fire Academy  
Managing Officer Program  
Capstone Project Evaluation Form**



Capstone Project Section	Checklist of Criteria for Section	Grading/Evaluation Rubric
<p><b>Introduction</b></p> <p>Grade for the Introduction Section:</p> <p>_____</p> <p>(Whole number only)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Problem statement clearly and precisely defined</li> <li><input type="checkbox"/> Purpose statement clearly and precisely defined</li> <li><input type="checkbox"/> Specific research method identified</li> </ul>	<p>4.0 rating — All criteria present</p> <p>3.0 rating — Some deficiency in criteria present</p> <p>2.0 rating — Moderate deficiencies in criteria present, but acceptable</p> <p>1.0 rating — A number of deficiencies to the extent where the Introduction section is unacceptable</p> <p>0.0 — Not present</p>
<p><b>Background and Significance</b></p> <p>Grade for the Background and Significance Section:</p> <p>_____</p> <p>(Whole number only)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and complete background analysis of problem provided</li> <li><input type="checkbox"/> Sufficient evidence provided to justify study from an organizational perspective, based on past, present and probable future impact on organizational effectiveness</li> <li><input type="checkbox"/> Definite linkage established between the research problem and specific content area(s) of the relevant Managing Officer Program course</li> </ul>	<p>4.0 rating — All criteria present</p> <p>3.0 rating — Some deficiency in criteria present</p> <p>2.0 rating — Moderate deficiencies in criteria present, but acceptable</p> <p>1.0 rating — A number of deficiencies to the extent where the Background and Significance section is unacceptable</p> <p>0.0 — Not present</p>
<p><b>Recommendations</b></p> <p>Grade for the Recommendations Section:</p> <p>_____</p> <p>(Whole number only)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recommendations logically flowed from the results</li> <li><input type="checkbox"/> Recommendations were supported by the data collected</li> <li><input type="checkbox"/> Recommendations provided for the organization</li> </ul>	<p>4.0 rating — All criteria present</p> <p>3.0 rating — Some deficiency in criteria present</p> <p>2.0 rating — Moderate deficiencies in criteria present, but acceptable</p> <p>1.0 rating — A number of deficiencies to the extent where the Recommendations section is unacceptable</p> <p>0.0 — Not present</p>

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<p><b>Content</b></p> <p>Grade for Content:</p> <hr/> <p>(Whole number only)</p>	<p><b>(Note:</b> This is not a section of the project; it refers to the technical content of the entire capstone project.)</p> <p><input type="checkbox"/> Any theories, principles and procedures were presented and used properly</p> <p><input type="checkbox"/> Information and data are accurate and up-to-date</p>	<p>4.0 rating — All criteria present</p> <p>3.0 rating — Some deficiency in criteria present</p> <p>2.0 rating — Moderate deficiencies in criteria present, but acceptable</p> <p>1.0 rating — A number of deficiencies to the extent where the content is unacceptable</p>
<p><b>Writing</b></p> <p>Grade for Writing:</p> <hr/> <p>(Whole number only)</p>	<p><input type="checkbox"/> Correct grammar, punctuation, spelling, sentence structure and typing/editorial style</p> <p><input type="checkbox"/> All required sections of the capstone project included</p> <p><input type="checkbox"/> Certification Statement signed and included</p>	<p>4.0 rating — All criteria present</p> <p>3.0 rating — Some deficiency in criteria present</p> <p>2.0 rating — Moderate deficiencies in criteria present, but acceptable</p> <p>1.0 rating — A number of deficiencies to the extent where the writing is unacceptable</p>

I have performed the above evaluation of the Capstone Project commensurate with the requirements outlined in the Managing Officer Program Handbook.

Department representative, name and title

Signature