

BFCCPS Action Plan Rubric: STEP 4

Student Name: _____ Advisor Name: _____

CATEGORY	3	2	1	0
Capstone Action Plan - Plan how you will take your capstone from the planning stages to implementation				
Project Description: <i>Student gives a detailed description of their project</i>	Project Description includes the three required components: Brief description, why they chose this particular project, and what they plan to do. Answers are detailed and complete.	Project Description includes the three required components, but answers are not detailed or vague.	Project Description includes two of the three required components.	Project Description includes one of the three required components
Goals: Student has provided three goals that they will strive to reach in order to complete their capstone project.	Student lists three goals. Each goal is clear and related to the project.	Student lists three goals, but some are unclear.	Student lists two goals	Student lists one goal
Goals: How will you know you have accomplished your goal?	For each goal listed, the student completely describes how they will know that they have accomplished that goal, providing details.	For each goal listed, the student somewhat describes how they will know that they have accomplished that goal, but details are unclear.	For two goals that are listed, the student describes how they would know they have accomplished those goals.	For one goal that is listed, the student describes how they would know they have accomplished that goal.
SMART Goal Checklist	The student has provided a completed SMART goal checklist for three goals. Each checklist is well thought out and careful effort is evident.	The student has provided a completed SMART goal checklist for three goals, although effort is lacking.	The student has provided a completed SMART goal checklist for two goals	The student has provided a completed SMART goal checklist for one goal

Activities, Materials & Support: Student has completed the Activities, Materials, & Support table.	Each project goal has at least one activity. Each activity has all components filled out in complete detail.	Each project goal has at least one activity. Each activity has all components filled out, but detail is lacking.	Activities are included for all but one project goal.	Activities are included for all but two project goals.
Outreach: Student completes the Outreach table.	The Outreach table is completed in detail, providing a description of each activity and full explanation of how the activity will educate the community.	The Outreach table is fully completed, but the information is vague	The student fills out the Outreach table. One section is missing.	The student fills out the Outreach table. Two sections are missing.
Impact: Student describes how the Capstone Project will impact the surrounding community.	The students describes how the events that will take place will directly impact the community.	The student talks about how the community will be impacted but details are unclear.	The students mentions the community that will be effected by the capstone project but does not list in detail how these impacts will take place.	There is no discussion on how the Capstone project will impact the surrounding community.
Time Management and Parent Communication	All deadlines are met early, and a parent signature is included.	All deadlines are met on time, and a parent signature is included.	Either the deadline is not met on time, or a parent signature is not included.	The deadlines are not met on time, and a parent signature is not included.
Total Points Earned (out of 24):				