



Program Improvement Project Rubric

School Name & District: _____

Level: Elementary Middle School High School

Name of Data Project: _____

Type of Project: Guidance Activity Closing the Gap

Key Word: Academics Attendance Behavior/Social Skills

Post High School/Career SEOP

School counselor intervention is intrinsic to the project _____ Yes _____ NO (If no, project will not be evaluated.)

CATEGORY	4 Stars = The Expectation ★ ★ ★ ★	3 Stars = Developing ★ ★ ★	2 Stars = Provisional ★ ★	1 Star = Incomplete ★
All sections below must clearly demonstrate connections to school counselor interventions included within the Utah Model for Comprehensive Counseling and Guidance: K-12 Programs.				
ABSTRACT STAR RATING: _____ x 3 = TOTAL SCORE: _____ /12	The abstract provides a brief summary of: <input type="checkbox"/> Target group <input type="checkbox"/> Target group selection data <input type="checkbox"/> Project purpose <input type="checkbox"/> Research methods <input type="checkbox"/> Expected results <input type="checkbox"/> Actual results	The abstract includes 5 of the 6 elements required for a 4 star rating.	The abstract includes 4 of the 6 elements required for a 4 star rating.	The abstract includes 3 of the 6 elements required for a 4 star rating.
PROJECT DESCRIPTION STAR RATING: _____ x 6 = TOTAL SCORE: _____ /24	The project description includes a clear description of : <input type="checkbox"/> CCGP Student Outcome <input type="checkbox"/> Statement of the Problem <input type="checkbox"/> Background Literature <input type="checkbox"/> Outcome criteria and standard(s) <input type="checkbox"/> Connection to School Improvement Plan , Desired Results for Student Learning, or State Core Curriculum Standards (if applicable)	The project description includes 4 of the 5 required elements, or the 5 elements may not be as clearly described as those required for a 4 star rating.	The project description includes 3 of the 5 required elements, or the 4 elements may not be as clearly described as those required for a 3 star rating.	The project description includes 2 of the 5 required elements, or the 3 elements may not be as clearly described as those required for a 2 star rating.
DATA METHODS STAR RATING: _____ x 5 = TOTAL SCORE: _____ /20	The following are clearly explained <input type="checkbox"/> How was the project accomplished <input type="checkbox"/> How was the data collected <input type="checkbox"/> How was the data analyzed <input type="checkbox"/> Include process data, perception data, and results data	The data methods section partially explains all 4 elements required for a 4 star rating	The data methods section addresses 3 of the 4 elements required for a 4 star rating	The data methods section partially explains 3 of the 4 elements required for a 4 star rating
RESULTS STAR RATING: _____ x 4 = TOTAL SCORE: _____ /16	The results section includes: <input type="checkbox"/> Conclusions to questions described in Project Description #5. Quantitative data is reported <input type="checkbox"/> Data-based conclusions included. <input type="checkbox"/> A clear and easily interpreted graph is included with proper labels on the axes, including clear interpretation <input type="checkbox"/> Results have been shared	The results section partially addresses all 4 of the elements required for a 4 star rating	The results section includes 3 of the 4 elements required for a 4 star rating	The results section partially addresses 3 of the 4 elements required for a 4 star rating

<p>DISCUSSION</p> <p>STAR RATING: _____ x 5 = TOTAL SCORE: _____ /20</p>	<p>The discussion section includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implications of the project are considered <input type="checkbox"/> Data interpretations (positive and/or negative) are discussed <input type="checkbox"/> A self-evaluation is included <input type="checkbox"/> Program improvements are considered 	<p>The discussion section partially addresses the 4 required elements described for a 4 star rating.</p>	<p>The discussion section includes 3 of the 4 required elements described for a 4 star rating.</p>	<p>The discussion section partially addresses 3 of the 4 required elements described for a 4 star rating.</p>
<p>PROFESSIONALISM</p> <p>STAR RATING: _____ x 2 = TOTAL SCORE: _____ /8</p>	<p>The overall project exhibits professionalism through the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follows the required format and all documents are submitted in one PDF <input type="checkbox"/> Has an appealing appearance <input type="checkbox"/> Proper grammar and correct spelling are used throughout all the text 	<p>The overall project:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes most of the supporting documents, or <input type="checkbox"/> Proper grammar and correct spelling are used predominantly 	<p>The overall project:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does not include all supporting documents, and <input type="checkbox"/> Proper grammar and correct spelling are used inconsistently 	<p>The overall project does NOT:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow the format <input type="checkbox"/> Have an appealing appearance <input type="checkbox"/> Use proper grammar and spelling

TOTAL SCORE (add scores from all categories): _____ / 100 DIVIDE BY 25 = _____ **OVERALL STAR RATING**

COMMENTS: