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| **Author:** |
| **Title:** |
| **Performance Area and Criteria** | **Non-Performance: includes none or minimal important elements of performance area** | **Partial:**  **includes some but not all important elements of performance area** | **Complete: includes all (or almost all) important elements of performance area** |
| 1. Opening Elements:    1. Title is 12 words or less    2. Title indicates most important elements of report, i.e., population, focus, methodology, and findings    3. Abstract is 200 words or less    4. Abstract reflects organizational structure of paper (i.e., presents problem/focus of study, research questions, participants, methodology, findings, key points from discussion of findings    5. Paper includes Key Words    6. Key Words include term for research method | Elements needing attention: | Elements needing attention: | All important elements included.  -or- Only the following  element is missing: |
| 1. Introductory Section:    1. Statement of research problem    2. Statement of research objectives    3. Indication of why local study has global importance    4. Statement of rationale for study    5. Naming of intended audience    6. Indication of benefit of research (answers the “so what?” question) | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following  element is missing: |
| 1. Literature Review:    1. Offers synopsis of current literature on topic in terms of content and research processes used    2. Demonstrates gap in literature re: content and/or research methods    3. Explains how study will fill gap    4. Provides reflections on literature vs. series of reports on sources | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |

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| 1. Includes literature that helps define phenomenon shows what is known and not known about phenomenon 2. Explains how literature led to research questions |  |  |  |
| 1. Role of Researcher:    1. Describes researcher’s context, interest in topic and investment in study/intentions    2. Makes clear who did what throughout study procedures    3. Provides statement of IRB or other third-party approval secured to conduct study    4. Describes how ethical issues were considered and addressed    5. Describes how researcher bias was addressed    6. Discusses steps taken to ensure rigor and trustworthiness of   findings | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |
| 1. Methods Section:    1. Explains how research design fits with research objectives    2. Explains what type of qualitative inquiry was used    3. Provides step by step description of procedures, with corresponding headings    4. Describes sampling strategy and participant recruitment    5. Explains steps of data generation, collection, and data analysis, as well as rationale for each design choice    6. Cites literature used to guide procedures    7. Tells reader what constitutes data    8. Provides examples to illustrate steps of data analysis | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |
| 1. Results Section:    1. Tells reader how results will be organized    2. Tells reader how results are derived from analysis    3. Findings produced consistent with methodology indicated    4. Presents exemplary evidence to support findings    5. Explains how each excerpt supports   assertions/findings | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |

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| 1. Each excerpt illustrates unique qualitative distinction (rather than including multiple quotes to illustrate one finding) 2. Presents demographic information   of participants in composite form |  |  |  |
| 1. Discussion Section:    1. Does not include discussion in results section    2. Does not include findings in discussion section    3. Does not repeat information already presented in paper    4. Discusses how findings compare/contrast with what was known and/or not known in the literature    5. Discusses limitations of study    6. Discusses position on generalizability of results    7. Discusses implications of findings    8. Indicates area of future research    9. Ends paper with discussion section | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |
| 1. References:    1. Citations in text correspond to sources in reference list    2. References are in APA style | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |
| 1. Writing:    1. Effective use of headings    2. Fluent English language    3. Clear, precise writing    4. Correct grammar and usage    5. Avoids bias in language    6. Strong mechanics of style    7. Active voice    8. Contextualized language reflects interpretive stance | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |
| 1. Coherence:    1. Between title and abstract    2. Between abstract and body of paper    3. Between focus of study and literature reviewed    4. Between research questions and methodology    5. Between methodology presented   and methods employed | Elements needing attention: | Elements needing attention: | All important elements included.  -or-  Only the following element is missing: |

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| 1. Between methodology and findings 2. Between findings and research questions 3. Between findings and stated   implications |  |  |  |
| **Summary** |

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