

PCH 593-09 Prospectus Draft Grading Grid

Name: _____

Special Project: _____

Draft Number 1 2 3 (Final)

Grade: _____

Submit this Grading Grid with each prospectus draft you submit. I will be using this grid to evaluate the completeness of your draft.

Keep in mind, the narrative portion of your prospectus should be no longer than 15 pages. This excludes preliminary pages, appendices and reference list.

For each draft, include all the headings and subheadings you would have for the final prospectus even though you may not have all the content ready. If you are missing content, then say so in that section, in parentheses.

For drafts #2 and #3

- ✓ Submit the immediate prior graded draft
- ✓ Highlight the corrections and additions you've made in **yellow** in the current draft

Preliminaries

Questions to be Answered	√
Title Page	
Did you include the project title?	
Did you include the author's name?	
Did you include to who the Prospectus was submitted?	
Did you include the name of the university granting the degree?	
Did you include the month and year submitted?	
Special Project Prospectus Signature Sheet	
Did you include the Special Project Prospectus Signature Sheet?	
Acknowledgment (Optional)	
Did you recognize persons instrumental to completing the Special Project Prospectus?	
Abstract	
Did you provide a summary of the Special Project Prospectus?	
Did you limit the abstract to 150 words?	
Table of Contents	
Did you word all entries exactly as they appear within the body of your Prospectus, including the bibliography and appendices?	

Questions to be Answered	√
List of Tables	
Did you include all tables contained within the body of your Prospectus?	
List of Figures	
Did you include all figures contained within the body of your Prospectus?	

Prospectus Narrative

Questions to be Answered	√
Introduction and Overview	
Did you provide a brief project description?	
Did you describe the need to be addressed?	
Did you identify the affected population?	
Description of the Host Agency (not required for entrepreneur proposals)	
Did you present a profile of the host agency?	
Did you present a profile of the preceptor?	
Did you address current gaps in services?	
Literature Review	
Did you address the health condition?	
Did you address the population to be served?	
Did you address gaps in services?	
Did you include a review of similar programs, including successes and failures?	
Significance and Relevance	
Did you describe the importance of the service agreement?	
Did you establish the relevancy of the project to your program-of-study?	
Proposed Service Agreement and Work Plan	
Did you identify the setting?	
Did you identify the population to be served?	
Do you have clear goals and measurable objectives?	
Did you describe the major activities and their sequence?	
Did you complete a time-table for the major activities, including assessment?	
Did you provide a narrative account of the estimated expenses?	
Did you present a detailed account of the estimated expenses?	
Ethics Governing Project	
Did you state your commitment to adherence to the appropriate code of ethics (i.e., Code of Ethics for the Health Education Profession or Public Health Code of Ethics) that will govern the conduct of the proposed project?	
Author's Qualifications	
Did you establish your knowledge, skills and access to resources required to complete the service agreement?	
Conclusion	
Did you concisely describe the narrative?	