

2019 Symposium – Rubric for Proposal Evaluation

Evaluation Criteria	Poor - 0	Fair - 2	Good - 3	Excellent - 4	Score
Purpose & Participant Outcomes	Session objectives & participant outcomes are not stated	Session objectives and participant outcomes are implied	Session objectives are stated & the proposal articulates what attendees will know or be able to do as a result of participating in the session	Session objectives and participant outcomes are well articulated. It is clear how they will guide the attendees' session selection	/4
Relevance of Proposal to Stream & Symposium Theme	Proposal is not relevant to the stream and symposium theme	Proposal is somewhat relevant to the stream & symposium theme	Proposal is for the most part relevant to the stream & symposium theme	Proposal is directly aligned with the stream & symposium theme	/4
Contribution to the Symposium and/or to the Field	Topic is not current or appropriate to field and/or audience. It is outside symposium scope	Topic may not be current but addresses some important issues in the field. It may be a session worth attending	Topic is current and appropriate to the field and audience. It is probably a session worth attending	Topic is relevant, highly significant and/or innovative to the field. It is definitely worth attending or recommending to others	/4
Informed by Theory, Practice, and/or Research	Proposal is vaguely connected to theory, practice, and/or research	Proposal is somewhat connected to theory, practice, and/or research	Proposal is well connected to theory, practice, and/or research	Proposal makes contributions to development of theory, practice, & research in the field	/4
Relevant Literature References	No - 0 pts	Yes = 2 pts			/2
TOTAL					/20

Reviewer's Note - Overall Recommendation (Complete this section, including comments, for each proposal reviewed)

.....	Accept without revisions
	Accept with minor revisions (e.g. – typographical errors, few minor details missing)
	Do not accept (proposal does not meet evaluation criteria, does not demonstrate sufficient understanding of the issues so as to offer participants an enriching experience or is not suitable for the symposium format, mission or audience)