

# Leadership Immersion Program Evaluation Rubric

Category	Inadequate	Acceptable	Superior	Total
DEMOGRAPHICS AND APPLICANT QUALIFICATIONS <i>(3 points)</i>	Application includes some required demographic information. Minimal discussion of applicant qualifications.	Application includes most required demographic information. Limited discussion of applicant qualifications.	Application includes all required demographic information. Clear discussion of applicant qualifications.	
DESCRIPTION OF PROGRAM & THEMES <i>(10 points)</i>	Includes a few details of the elements of the program; connection to Institute themes is minimally discussed.	Includes a fairly detailed description that contains most of the elements of the program including the location, dates, and an overview of the purpose; general connection to Institute themes is included.	Includes a comprehensive, detailed description that contains all of the major elements of the program including the location, dates, and an overview of the purpose; clearly connects to the Institute's 3 themes.	
BUDGET & TIMELINE <i>(10 points)</i>	Budget does not clearly account for requested funds; timeline is not clear or missing.	Budget provides a limited account for requested funds. Justification is generally clear. General timeline is included.	Budget comprehensively accounts for requested funds. Justification is very clear. Timeline is clear in describing activities, responsibilities and roles.	
LEARNING OUTCOMES, ASSESSMENT & PRESENTATION <i>(12 points)</i>	Provides limited information on how student will be impacted. Outcomes do not use suggested format. Minimal or missing description of how learning will take place, Learning Outcomes, assessment measures and presentation to campus community.	Provides an adequate description of how student will be impacted. Provides outcomes using suggested format. Limited description of how learning will take place, Learning Outcomes, assessment measures and presentation to campus community.	Provides a comprehensive description of how student will be impacted by experience. Provides clear outcomes using given format, a description of how learning will take place and clearly discusses Learning Outcomes assessment measures and presentation to campus community.	
WRITING STYLE <i>(10 points)</i>	Excessive writing errors per section; grammatical errors and other problems impede clarity of meaning; style is wordy or informal; uses 2 <sup>nd</sup> person; frequent use of 1 <sup>st</sup> person.	Some grammatical or mechanical errors, though application is still readable; word choice is sometimes awkward or inappropriate; some need for conciseness or vigor; occasionally lapses into 1 <sup>st</sup> person.	Succinct, clear, and high quality writing; sentences are grammatically sound and meaning is clear; word choice is appropriate; formal style (no 2 <sup>nd</sup> person and 1 <sup>st</sup> person only used as strictly needed) punctuation and spelling are virtually perfect.	
<b>Total Points</b> <i>(45 points possible):</i>				

**Recommended Amount:** \_\_\_\_\_