

Summer Leadership Internship Evaluation Rubric

Category	Inadequate	Acceptable	Superior	Total
DEMOGRAPHIC INFORMATION <i>(3 points)</i>	Includes some required demographic information.	Includes most required demographic information.	Includes all required demographic information.	
<i>INTERNSHIP DETAILS/JOB DESCRIPTION</i> <i>(10 points)</i>	It only shows some information of the internship site; (i.e. name, address, dates, site contact information, and focus area). A full description of the work that they will be doing and the organization that they will be working with, is not provided.	Includes all of the information of the internship site; (i.e. name, address, dates, site contact information, and focus area). The description of the work that they will be doing and the organization that they will be working with, are not clear or missing some details	Includes all the information of the internship site; (i.e. name, address, dates, site contact information, and focus area). Provide a full description of the work that they will be doing and the organization that they will be working with.	
FUTURE GOALS/CARREER PLANS <i>(5 points)</i>	Statement does not describe how their role and responsibilities will connect to future goals and/or career plans.	Statement is not describing clearly enough how their role and responsibilities will connect to future goals and/or career plans.	Statement clearly describes how their role and responsibilities will connect to future goals and/or career plans.	
DESCRIPTION OF NEED <i>(5 points)</i>	Limited discussion provided that minimally addresses why there is a pressing need for the funds. It is not clear why the applicant should be selected.	General discussion provided that addresses why there is a need for the funds and why the applicant should be selected.	Comprehensive discussion provided that addresses why there is a pressing need for the funds and why the applicant should be selected.	
LEARNING OUTCOMES <i>(7 points)</i>	Provides a limited of how student will be impacted because of the experience. Outcomes do not use suggested format. Minimal or missing description of how learning will take place and discusses how success will be measured.	Provides an adequate description of how student will be impacted because of the experience. Provides outcomes using given format. Limited description of how learning will take place and discusses how success will be measured.	Provides a comprehensive description of how student will be impacted because of the experience. Provides clear outcomes using given format, a description of how learning will take place and discusses how success will be measured.	
TIMELINE AND RESPONSABILITIES <i>(5 points)</i>	All the facts where not reported in the timeline, many trivial events and major events are missing. Dates are unclear or does not match with the length of the internship.	Most of the activities are important according to the length of the internship, but some events are missing, and lack of order.	All the activities are included that it relates to the length of the internship and field of study.	

<p>LEADERSHIP DEVELOPMENT PLAN <i>(10 points)</i></p>	<p>Leadership is not comprehensive, does not describe the two areas that the applicant will develop in her leadership through this process.</p>	<p>Leadership concept is not comprehensive enough in describing the two areas, that the applicant will develop in her leadership through this process. Details are missing.</p>	<p>Leadership concept is comprehensively describes the two areas, that the applicant will develop in her leadership through this process.</p>	
<p>ASSESSMENT & PRESENTATION <i>(5 points)</i></p>	<p>The applicant minimally addresses how they will assess their overall experience, process and results. A brief discussion of how the findings will be presented to the Cottey or professional communities indicates no clear plan for pursuit.</p>	<p>The applicant generally addresses how they will assess their overall experience, process and results. A basic discussion of how the findings will be presented to the Cottey or professional communities indicates a possible plan for pursuit.</p>	<p>The applicant comprehensively addresses how they will assess their overall experience, process and results. Extensive discussion of how the findings will be presented to the Cottey or professional communities indicates a clear plan for pursuit.</p>	
<p>WRITING STYLE <i>(5 points)</i></p>	<p>Excessive writing errors per section; grammatical errors and other problems impede clarity of meaning; style is wordy or informal; uses 2nd person; frequent use of 1st person.</p>	<p>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 1st person.</p>	<p>Succinct, clear, and high quality writing; sentences are grammatically sound and meaning is clear; word choice is appropriate; formal style (no 2nd person and 1st person only used as strictly needed) punctuation and spelling are virtually perfect.</p>	
<p>Total Points <i>(55 points possible):</i></p>				