

Career Catalyst Application Scoring Rubric

Applicant: _____ Score: _____

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| Question 1: How clearly does the applicant explain the proposed internship and its relevance to their major or field of study? | | |
| <p>3. Applicant clearly and thoughtfully explains the internship role, responsibilities, and how the experience aligns with their academic field. Demonstrates strong understanding of how the internship connects to discipline-specific skills (e.g., business operations, communication, research, writing, analysis, leadership, or creative practice).</p> | <p>2. Applicant explains the internship and its relevance to their field with some clarity. Connections to academic skills or coursework are present but underdeveloped or somewhat general.</p> | <p>1. Applicant provides a basic description of the internship with minimal explanation of relevance to their major or field. Connections to academic learning are unclear or weak.</p> |
| Notes: | | |
| Question 2: What knowledge, skills, or abilities does the applicant hope to gain through this internship? | | |
| <p>3. Applicant identifies specific, realistic learning goals and skills that are appropriate for their discipline (e.g., professional communication, data analysis, writing, research, client interaction, project management). Clearly explains how the internship will support growth.</p> | <p>2. Applicant identifies some learning goals or skills, but they are broad or lack detail. Explanation of how the internship supports skill development is present but limited.</p> | <p>1. Applicant lists vague or minimal learning goals with little explanation of skill development or relevance to the internship.</p> |
| Notes: | | |

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| Question 3: How will this internship support the applicant’s future academic, career, or professional goals? | | |
| 3. Applicant clearly connects the internship to long-term academic or career goals. Demonstrates insight into how the experience will contribute to professional preparation, graduate school readiness, or workforce entry within their field. | 2. Applicant explains some connection between the internship and future goals, but the explanation lacks depth or specificity. | 1. Applicant provides minimal or unclear explanation of how the internship supports future academic or career plans. |
| Notes: | | |
| Question 4: How well does the applicant explain the need for funding and the appropriateness of requested expenses? | | |
| 3. Applicant clearly explains financial need and provides thoughtful, reasonable justification for requested expenses (e.g., housing, travel, stipend). Demonstrates understanding of how the grant removes barriers to participation. | 2. Applicant explains financial need and expenses, but justification lacks clarity or detail in some areas. | 1. Applicant provides limited or unclear explanation of financial need or expense justification. |
| Notes: | | |
| Question 5: How well does the proposed internship “stretch” the applicant beyond their current situation? | | |
| 3. This opportunity greatly stretches the applicant beyond their current capacity. The internship is a new experience and/or is in an unfamiliar geographical area. | 2. This opportunity stretches the applicant minimally beyond their current capacity. The internship is similar to previous experiences and/or is in a familiar geographical area. | 1. This opportunity does not stretch the applicant beyond their current capacity. The internship is the same as previous experiences and/or in the students’ home area. |
| Notes: | | |

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Question 6: If you have any additional information regarding this student and their academic or professional ability to complete an internship, please indicate below.

Question 7: Do you recommend your respective endowed funds sponsor this student's internship?