**Scholarship Planning Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **0** | **1** | **2** |
|  | **Poor/Not Evident** | **Needs Improvement** | **Exemplary** |
| **Scholarship** | Scholarships were | Four scholarships were | Five scholarships were identified |
| **Identification** | identified, however, | identified that match the | that match the qualifications of the |
|  | they were not an | qualifications of the | student. |
|  | appropriate match for | student. |  |
|  | the qualifications of |  |  |
|  | the student. |  |  |
| **Folders Created** | The drive is not | The drive includes a folder | The drive includes a well-organized |
|  | organized. | for each scholarship. | structure with a folder for each |
|  |  |  | scholarship. |
| **Requirements** | The requirement | Some requirements for | Requirements for each scholarship |
|  | listing is not included. | scholarships are missing in | are listed in each folder. |
|  |  | the folder structure. |  |
| **Essay 1** | The first essay is | The first essay does not | The first essay aligns well with the |
|  | missing or is too short | align well to the prompt or | prompt and would be an |
|  | to be considered for a | may not be appropriate yet | appropriate essay to submit for |
|  | scholarship. | without revision for | scholarship consideration. |
|  |  | scholarship consideration. |  |
| **Essay 2** | The second essay is | The second essay does not | The second essay aligns well to the |
|  | missing or is too short | align well to the prompt or | prompt and would be an |
|  | to be considered for a | may not be appropriate yet | appropriate essay to submit for |
|  | scholarship. | without revision for | scholarship consideration. |
|  |  | scholarship consideration. |  |
| **Essay 3** | The third essay is | The third essay does not | The third essay aligns well to the |
|  | missing or is too short | align well to the prompt or | prompt and would be an |
|  | to be considered for a | may not be appropriate yet | appropriate essay to submit for |
|  | scholarship. | without revision for | scholarship consideration. |
|  |  | scholarship consideration. |  |
| **Recommendations** | Zero to one | Two recommendation | Three recommendation letters are |
|  | recommendation | letters are included. | included. |
|  | letters are included. |  |  |
| **Resumes** | A resume is not | A resume is included in a | A resume is included in a folder that |
|  | included in a folder. | folder that needs revisions | appropriately highlights the |
|  |  | to be able to appropriately | student’s academic career for |
|  |  | highlight the student’s | scholarship consideration. |
|  |  | academic career for |  |
|  |  | scholarship consideration. |  |
| **Calendar** | A calendar is not | A calendar is created to | A professional, well-formatted |
|  | included. | document due dates for | calendar is created to document |
|  |  | each of the scholarships | due dates for each of the |
|  |  | identified, but the | scholarships identified. |
|  |  | formatting is not clean and |  |
|  |  | professional. |  |
| **Writing** | The writing needs | The writing needs revisions | The writing is exemplary with no |
|  | significant revisions | with some errors in | errors in grammar or mechanics. |
|  | with many errors in | grammar or mechanics. |  |
|  | grammar or |  |  |
|  | mechanics. |  |  |