

## Whitman Internship Grant Rubric

Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Major/ Minors: \_\_\_\_\_

First WIG? YES NO

	Application Question	Exceeds (3)	Meets (2)	Does not meet (1)	Score / Comments
<i>Proposed Internship Experience</i>	Describe your internship. What are your primary responsibilities, and what do you hope to learn (include skills, goals, and challenges)?	Work is deeply meaningful to organization and student. Skills are related to career. Challenges and ways to address it are mentioned	Meaningful work that benefits the organization and student	Work is not meaningful or beneficial	
<i>Relevance to Student Interest/ Future Career Goals</i>	How is this internship related to your future education or career goals? Be specific.	Clearly a step in students career trajectory	Is relevant (more broadly)	Not relevant, unclear if relevant or not	
<i>Evaluation and Supervision</i>	Who will you report to during your internship (what is their title/role within the company/organization) and how will this person monitor and evaluate your performance?	Specific and detailed evaluation to support student growth	Clear plan for evaluation and supervision	Unclear/no plan	
<i>Overall Application Quality</i>		Demonstrates clear vision and understanding of internship and it's importance	Thoughtful, original, and follows directions	Does not demonstrate	
<i>Resume</i>		Content of the resume is clear and well thought out	Resume is one page and content is clear	Resume is longer than 1 page and the format is unclear	
				TOTAL:	/ 15

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A complete application consists of:

- Answers to 6 questions
- A one page resume
- Signed Internship Supervisor contract
- Budget form (For the summer WIG only)

### CRITERIA FOR SELECTION

- Priority will be given to students pursuing their first Whitman Internship Grant
- Applications must be of high quality, thoughtful and articulate of how taking on this unpaid internship advances your academic and career goals.
- If you the applicant has previously worked with the organization, the application must demonstrate an increase in responsibilities from the previous experience