

## Funded Internship Application: Information and Scoring Rubric

Internship applications will be evaluated using the criteria below. All else being equal, preference will be given to applicants with demonstrated financial need and to those who have not previously received Rollins internship funding. Applicant must be in good standing with the college (including academically) to be considered for funding. Internships must last at least 9 weeks.

### Scoring Rubric

	Exceptional	Satisfactory	Unsatisfactory
<b>Personal Essay</b>			
<b>Ability to describe the general tasks and activities of the internship</b>	Applicant provides detailed information about what they will be doing (i.e. projects)	Applicant provides general information about their role	Applicant does not provide information about what they will do
<b>Express clear learning goals for the internship</b>	Applicant has 3+ clearly defined learning goals, includes explanation of how goals relate to career plans	Applicant has described learning goals but hasn't explained how they will benefit them	Applicant does not describe any learning goals
<b>Demonstrates preparation for the internship</b>	Applicant articulates their previous related experience and planned preparation for the internship	Applicant has a general idea of related experience and planning to be done for the internship	Applicant does not describe planning for the internship
<b>Ability to explain how internship is relevant to academic interests and pursuits</b>	Applicant has clearly explained how internship relates to their major and/or coursework at Rollins	Applicant has a general notion of how the internship relates to their major and/or coursework	Applicant does not explain how the internship is related to their academics at Rollins
<b>Explanation of how internship is relevant to post-Rollins plans (career and/or future education)</b>	Applicant has clearly identified how the internship is relevant to post-graduation career plans	Applicant has a general explanation of how the internship links to post-graduation plans	Applicant does not explain how the internship is related to post-graduation plans
<b>Ability to describe why funding is important to the application</b>	Applicant has clearly demonstrated the importance of funding in their personal situation	Applicant has made a general request for funding	Applicant does not explain why funding is needed
<b>Budget Worksheet</b>			
<b>Accurate and realistic presentation of budget</b>	Applicant provides detailed, realistic figures (with supportable expenses), including explaining other funding sources (if needed)	Applicant provides some information about summer budget, but does not provide detailed explanations	Applicant provides unrealistic figures, including possibly listing inappropriate and unsupportable expenses
<b>Overall Application Materials</b>			
<b>Overall accuracy of the application and attention to detail</b>	Application is free from errors of spelling, grammar, and punctuation	Application has 1 – 3 minor errors of spelling, grammar, or punctuation	Application has multiple (more than 3) errors of spelling, grammar, and/or punctuation
<b>Quality of resume</b>	Resume is well done and reflects Career Center and/or industry best practices	Resume provides basic information, but needs improvement	Resume lacks basic information, has weak formatting, and is hard to read

Questions? Contact CCLP at [internships@rollins.edu](mailto:internships@rollins.edu) or call us at 407-646-2195.