

Internship Funding Application: Information and Scoring Rubric

Internship applications will be scored by the internship review committee using the below criteria. All else being equal, preference will be given to applicants with demonstrated financial need and to those who have not previously received Carleton internship funding. Applicant must be in good standing with the college (including academically) to be considered for funding. Internships must last at least 6 weeks and involve at least 240 hours of time in the internship.

Scoring Rubric (Total points possible = 20)

	2 points	1 point	0 points
Ability to describe the general tasks and activities of the internship	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
Express clear learning goals for the internship	Applicant has 3+ clearly defined learning goals, including a core skill	Applicant has described one learning goal	Applicant does not describe any learning goals
Demonstrates preparation for the internship	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
Ability to explain how internship is relevant to academic interests and pursuits	Applicant has clearly explained how internship relates to their major and/or coursework at Carleton	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 Carleton
Explanation of how internship is relevant to post-Carleton plans (career and/or future education)	Applicant has clearly identified how the internship is relevant to post-Carleton plans (i.e. career clarification)	Applicant has a general explanation of how the internship links to post-Carleton plans	Applicant does not explain how the internship is related to post-Carleton plans
Ability to describe why funding is important to the application	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
Strength of faculty recommendation	Recommender has met with and has no objection to funding applicant	Recommender has not met with applicant, but has no objection to funding applicant	Recommender objects to/does not support funding applicant
Accurate and realistic presentation of budget	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
Overall accuracy of the application and attention to detail	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
Quality of resume	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? Talk to Rachel Leatham (Program Director for Internships and Experiential Learning) rleatham@carleton.edu