**Scholarship Planning Rubric**

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|  | **0**  **Poor/Not Evident** | **1**  **Needs Improvement** | **2**  **Exemplary** |
| **Scholarship Identification** | Scholarships were identified; however, they were not an appropriate match for the qualifications of the student. | Four scholarships were identified that match the qualifications of the student. | Five scholarships were identified that match the qualifications of the student. |
| **Folders Created** | The drive is not organized. | The drive includes a folder for each scholarship. | The drive includes a well- organized structure with a folder for each scholarship. |
| **Requirements** | The requirement listing is not included. | Some requirements for scholarships are missing in the folder structure. | Requirements for each scholarship are listed in each folder. |
| **Essay 1** | The first essay is missing or is too short to be considered for a scholarship. | The first essay does not align well to the prompt or may not be appropriate yet without revision for scholarship consideration. | The first essay aligns well with the prompt and would be an appropriate essay to submit for scholarship consideration. |
| **Essay 2** | The second essay is missing or is too short to be considered for a scholarship. | The second essay does not align well to the prompt or may not be appropriate yet without revision for scholarship consideration. | The second essay aligns well to the prompt and would be an appropriate essay to submit for scholarship consideration. |
| **Essay 3** | The third essay is missing or is too short to be  considered for a scholarship. | The third essay does not align well to the prompt or may not be  appropriate yet without revision for scholarship consideration. | The third essay aligns well to the prompt and would be an  appropriate essay to submit for scholarship consideration. |
| **Recommendations** | Zero to one recommendation | Two recommendation letters are included. | Three recommendation letters are included. |

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|  | letters are included. |  |  |
| **Resumes** | A resume is not  included in a folder. | Aresume is included in a  folder that needs  revisions to be able to  appropriately highlight  the student's academic  career for scholarship  consideration. | A resume is included in a folder  that appropriately highlights the  student's academic career for  scholarship consideration. |
| **Calendar** | A calendar is not  included. | A calendar is created to  document due dates for  each of the scholarships  identified, but the  formatting is not clean  and professional. | A professional, well-formatted  calendar is created to document  due dates for each of the  scholarships identified. |
| **Writing** | The writing needs  significant revisions  with many errors in  grammar or  mechanics. | The writing needs  revisions with some  errors in grammar or  mechanics. | The writing is exemplary with no  errors in grammar or mechanics. |