

Work Study Job Proposal Scoring Rubric

<b>Exceptional (3)</b>		<b>Meets (2)</b>	<b>Developing (1)</b>	<b>Does not meet (0)</b>		
Clear, specific, detailed, with concrete examples. All rubric criteria have been described and no information is missing. Reader would recommend this position.		General overview with some examples. Not all criteria have been described clearly, but there is a sense of the nature and expectations of the position. Reader may have some unanswered questions, but as a whole there is enough information to recommend the position.	Mentions some aspects but with no specifics. Very broad and/or short. Not enough clarity or examples to answer the criteria thoroughly. Reader is left wondering about many aspects of the proposal.	No mention of the outlined criteria. Answers are vague with no examples or connection to the Student Learning Outcomes. Application focuses more on benefit to professor than benefit to student. Reader is left wondering about many aspects of this proposal and would not recommend this position.		
			<b>Exceptional (3)</b>	<b>Meets (2)</b>	<b>Developing (1)</b>	<b>Does not meet (0)</b>
<b>Job Description</b>	<b>Proposal describes:</b> - The student’s duties - The level of supervision that adapts to diverse learning needs - The level of complexity of the tasks expected from the student					
<b>Qualifications</b>	<b>Proposal describes:</b> - The previous skills, knowledge, or experiences that the student must possess in order to be successful in this position - The education level required for the student (e.g. undergraduate, graduate, year level) - The elements needed for a student to be a great fit for this position					
<b>Personal Growth &amp; Professional Development</b>	<b>Proposal describes:</b> - Orientation, goal setting and training plans - How the training plan will be used to support student learning - How students will gain insight into their growth through an intentional reflection piece					
<b>Workplace Skills</b>	<b>Proposal describes:</b> - At least two transferrable skills and two technical/ job-specific skills that students will gain in this position - How the students will develop, apply and transfer these skills in current and future employment					

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		Exceptional (3)	Meets (2)	Developing (1)	Does not meet (0)
<b>Career Exploration</b>	<p><b>Proposal describes:</b></p> <ul style="list-style-type: none"> <li>- How students will gain exposure and develop or continue building a network of contacts with industry, campus or community partners</li> <li>- At least 2 opportunities for students to expand their industry network</li> <li>- Interdisciplinary collaborations</li> </ul>				
<b>Hands on Learning</b>	<p><b>Proposal describes:</b></p> <ul style="list-style-type: none"> <li>- The types of hands-on work students will engage in</li> <li>- The types of real-world problems students may encounter</li> <li>- How the students will be supported in effective, collaborative and flexible problem solving</li> </ul>				
<b>Mentorship &amp; Support</b>	<p><b>Proposal describes:</b></p> <ul style="list-style-type: none"> <li>- Frequency of contact</li> <li>- Two-way constructive and supportive feedback that considers the communication preferences of the student and supervisor.</li> <li>- How students' learning will be supported and how the criteria for success will be communicated</li> <li>- The work that the supervisor/department/unit have done to create a safe, supportive and inclusive workplace; and workplace supports provided to students.</li> </ul>				
<b>Contribution to the University as a whole</b>	<p><b>Proposal describes:</b></p> <ul style="list-style-type: none"> <li>- Alignment of the work with Unit/Department/Faculty goals or priorities</li> <li>- Contribution to the university's goals, including alignment with institutional plans (Indigenous Strategic Plan, Student Strategic Plan, and the Strategic Equity and Anti-Racism Framework) and how the project outcomes will promote inclusivity and representation on campus.</li> </ul>				

All sections, excluding Job Description and Qualifications, must be within the 250 word limit. Sections that exceed 250 words will face an automatic 0.5 point deduction