

CURS SSP FACULTY MENTOR Application Rubric

Criteria	1 – Weak	2 – Developing	3 – Adequate	4 – Strong	5 – Excellent
1. Introduction (200–300 words)	Incomplete or confusing introduction; fails to identify purpose, context, or significance.	Context and objectives are unclear or underdeveloped; lacks explanation of relevance or significance. Writing may rely heavily on jargon.	Provides basic background and project purpose but omits rationale or broader impact. Objectives may be implied rather than stated. Some technical language may limit accessibility.	Explains topic, purpose, and objectives with mostly clear organization. Context and significance are addressed but may lack depth or integration. Language is generally accessible.	Provides a compelling, well-organized overview with clear objectives, background context, and rationale. Demonstrates a strong understanding of the discipline and articulates broad significance and interdisciplinary impact using accessible language. Explicitly connects goals to research questions or outcomes.
2. Student Success (300–400 words)	Minimal or missing information about student involvement or learning outcomes.	Vague or incomplete description of student activities or learning goals. Limited connection to research or skill development.	Outlines general student involvement and learning, but lacks clear detail on tasks, supervision, or expected growth. Methods are mentioned briefly without context.	Describes the student's responsibilities and intended learning outcomes with minor gaps in specificity. Skills and methods are relevant but not fully linked to project outcomes.	Clearly describes the student's role, learning objectives, and responsibilities. Identifies specific research methods, disciplinary skills, and professional competencies to be developed. Provides measurable outcomes and strong alignment with student academic or career goals.
3. Mentoring Philosophy (≥200 words)	Minimal or generic statement with no clear mentoring strategy or connection to undergraduate learning.	Mentoring approach is vague, theoretical, or inconsistent with SSP's developmental goals. Limited understanding of student engagement.	General philosophy that values mentoring but offers few specifics about implementation or student development.	Clearly articulated mentoring approach that includes some strategies and understanding of student-centered support. Lacks detailed examples or full integration with SSP goals.	Presents a thoughtful, evidence-based approach to mentoring. Describes specific strategies (e.g., structured check-ins, feedback, co-learning, skill scaffolding). Demonstrates awareness of diverse student needs and clear alignment with SSP's focus on undergraduate research development.

Criteria	1 – Weak	2 – Developing	3 – Adequate	4 – Strong	5 – Excellent
4. Timeline	Missing or unclear schedule.	Timeline incomplete or unrealistic; lacks clear sequencing or connection to objectives.	Broad or monthly plan with limited details about deliverables or supervision. Feasibility uncertain.	Logical and mostly detailed timeline with clear pacing. Minor gaps in activities or milestones. Generally feasible but could include more specificity.	Comprehensive week-by-week plan including specific milestones, deliverables, and student meetings. Activities align clearly with research goals and skill development. Timeline demonstrates feasibility and structure.
5. Budget & Justification	Missing, poorly justified, or misaligned budget; expenses not clearly tied to project or student development.	Budget unclear or incomplete; questionable relevance or missing explanation for some items.	Budget items are listed but justification is minimal or generic; limited connection to student learning outcomes.	Budget and justification are mostly clear; all major expenses are reasonable and aligned with project goals, though some details may be missing.	Detailed, realistic, and well-justified budget. Each item is explicitly linked to student learning, engagement, or research productivity. Essential vs. optional items are clearly identified. Demonstrates cost-effectiveness and appropriate timing of expenditures.