WNYLRC Diversity Internship Application Rubric

Criterion	3 Exemplary	2 Adequate	1 Needs Improvement	0 Insufficient	Score
Project adheres to WNYLRC's goal of increasing diversity within the library and information professions					
Proposed internship recruits from BIPOC population	• Applicant makes clear that a BIPOC intern will be recruited • Details are provided as to how the applicant will promote internship to eligible prospects. Advertisement of internship will reach the desired population	• Applicant makes clear that a BIPOC intern will be recruited • Details are provided as to how internship will be advertised to the desired population; advertisement may reach the desired populations	• Applicant appears to indicate that a BIPOC • intern will be recruited • Promotion of internship opportunity is not satisfactorily described; unclear it will reach the desired population	• Applicant does not address requirement that intern will be recruited from BIPOC population	
The benefits to the applicant of offering a diversity internship are clearly delineated	• Applicant provides substantial details as to how the internship will benefit the institution, which might otherwise not be achievable, and which align with the mission of the grant	• Applicant describes benefits to the institution that will be realized by the diversity internship and which align with the mission of the grant	• Applicant's project has potential for benefitting the institution; however, details as to how these would be achieved require additional information	• Applicant has not demonstrated how the internship will benefit the institution	
Quality of Internship Project					
Goals and outcomes of internship are clearly defined	• Well-designed goals align with purpose of internship and are achievable within project time frame	• Goals and outcomes align with purpose of internship, are described in adequate detail, and achievable	• Goals and outcomes need additional detail to demonstrate alignment with purpose of internship	• Goals and outcomes do not align with the purpose of the internship	

	● Outcomes are a logical result of goals	within project time frame ● Goals and outcomes are logically related	● Goals and outcomes need additional detail to demonstrate that they are logically connected	● Goals and/or outcomes are lacking in sufficient detail, or do not relate to each other	
Project will afford intern an opportunity to fully understand the scope of library work, and provide the intern with a broad spectrum of professional learning opportunities	● Intern will gain experience in multiple (at least 5) of the specified areas of librarianship ● Project will expose intern to complex and challenging aspects of the profession, and produce knowledge of how different areas of work interconnect (how the parts relate to the whole)	● Interns will gain experience in multiple (at least 5) of the specified areas of librarianship ● Project will expose intern to a variety of professional activities which provide a sense of the interconnectedness of the different areas of work	● Fewer than 5 specified areas of librarianship are covered by project ● Not all project components have professional value ● Project components lack a sense of interconnectedness that allow for the intern to "see the bigger picture"	● Did not address any specified areas of librarianship are covered by project ● Project fails to expose intern to sufficient professional opportunities ● Project poorly described or appears to be missing important elements	
Internship will engage and support diverse applicants	● Applicant provides a high level of detail as to how the potential needs of the BIPOC intern will be supported, such as scheduling flexibility, a mentoring relationship that will include conversation around the intern's needs, and other accommodations that will help the intern succeed	● Applicant provides an adequate level of detail as to how the potential needs of the BIPOC intern will be supported, such as scheduling flexibility, a mentoring relationship that will include conversation around the intern's needs, and other accommodations that will help the intern succeed	● Applicant provides some information as to how the potential needs of the BIPOC intern will be supported, but more detail is needed	● Applicant does not provide any information as to how the potential needs of the BIPOC intern will be supported.	

Project will be matched to and/or modified to match the intern's interests	• Applicant will seek interns with skills and/or interests that align with project components and goals • Project is flexible enough to be adapted to an intern's individual skills and interests	• Applicant will seek interns with skills that align with project components and goals • Modification of project could be achieved depending on skills and interests of intern	• Project has merit but may be too narrow/specific to match with potential interns, or to easily modify for a different set of skills or interests	• Inadequate description of how applicant will match project to intern's skills and/or interests • No detail provided explaining how project could be modified to match intern's skills/interests	
Capstone project will be related to and integrated into the overall internship, and adequate time will be afforded for its completion	• Demonstrates that anticipated Capstone project will be clearly integrated into internship components and will provide valuable insight and experience to intern • Sufficient time will be provided for successful completion of project and mentor is more than able to effectively oversee its development	• Demonstrates that anticipated Capstone project will be related to internship components and will provide valuable experience to intern • Adequate time is afforded for completion of project and an appropriately selected mentor can effectively oversee its development	• Anticipated Capstone project likely has merit but may not be clearly related to internship components • Time frame for project completion may be insufficient and oversight by an appropriate mentor is not clearly defined	• Anticipated Capstone project is poorly described and/or designed. • Value of the project is unclear. • Appropriateness of identified mentor is unclear or is ill-advised	
	Feasibility of Internship Project				
Length and requirements of internship are reasonable and appropriate and meet the minimum and/or	• Details, including benchmarks, are provided that ensure intern will successfully fulfill requirements in allotted time frame	• Details, including benchmarks, are provided that ensure intern will successfully fulfill	• Project meets minimum hourly requirement • Time frame provides some detail regarding	• No time frame is provided • Time provided for successful completion of	

maximum hourly requirement.	● Applicant provides reasonable timeline for different project components, and with clearly delineated and timely benchmarks	requirements in allotted time frame ● Applicant provides reasonable time frame for different project components and or unexpected interruptions	project components, but unclear if time provided is sufficient for successful completion and/or lacking benchmarks.	internship is not demonstrated	
Adequate personnel and material support are provided for successful completion of internship and capstone project	● Applicant clearly details the personnel and material support to be provided for successful completion, including change of mentor if required by Capstone project	● Applicant describes the personnel and material support to ensure successful completion, including change of mentor if required by Capstone project	● Applicant describes some personnel and material support to be provided, but more detail is needed to ensure it will be sufficient for successful completion	● Details regarding personnel and material support are lacking, or have unclear relationship to ensuring successful completion of project	