

## Undergraduate Research Library Fellowship Proposal Evaluation Rubric

This rubric is used to evaluate all proposals for the URLF each year. A range of points is assigned to each major category, as indicated, and definitions or descriptors are given for each category to show how the Teaching & Learning Committee views each criterion and applies it in evaluating proposals. Extra points **may** be given to proposals that (1) address DEI (Diversity, Equity, and Inclusion) topics, or (2) address interdisciplinary research in an especially compelling way. The point total for proposals is: **20**, with optional extra points (totaling **4**) as indicated above.

<b>Student Name:</b>	
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<b>Research Topic:</b>	
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<b>Mentor:</b>	
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	6 points	5 points	4 points	3 points	2 points	0 points	Row Totals
<b>Research Question</b> 0-6 points	Presence of a clearly articulated research question that the student intends to investigate		Research question is stated but its scope is too broad or a bit too narrow and needs additional refinement.		Research question is stated but it needs significant refinement or a guiding question is stated but it is a “regular” question not a research question (i.e. a question that has a right or wrong answer).	Research question is not stated.	
<b>Clarity and Organization</b> 0-4 points			Proposal is written with clarity, with major subsections identified (research question/statement, brief literature review, methods to be used, timeline, and research artifacts or presentation format identified; reference or work cited list is included) Proposal is written with complete sentences and developed paragraphs		Most major subsections appear in the document, though one might be missing or additional information might be needed for clarity. Headings are used to identify the subsections	Two or more subsections are missing or not fleshed out enough to provide clarity. NOTE: Here we are assessing the students’ ability to communicate effectively their intentions. We are not evaluating the style of their writing and whether or not it conforms to academic/scholarly/disciplinary style. Some students might have a more colloquial style of writing depending on their class standing or their academic preparation. This should not be viewed as an impediment, as writing style develops over time (with practice) for many students.	
<b>Feasibility of Research Project</b> 0-5 points		Proposal describes how the project will be accomplished within the ten-week fellowship period Proposal includes a weekly timeline with targeted activities for each week		A timeline is included but it is incomplete or does not give a weekly breakdown of tasks.		A timeline is not included.	
<b>Research Product/Presentation of Findings</b> 0-5 points		Proposal describes how the findings or results of the research will be communicated to a larger audience, through a publication, blog post, poster session, presentation, or public performance		Proposal states possible dissemination methods but does not provide sufficient detail.		Information about dissemination is not provided.	
<b>Additional points</b> 4 optional points max	Up to 2 additional points: The proposed project addresses issues of equity, diversity, inclusion, accessibility, or social justice, including the centering of marginalized communities.						
	Up to 2 additional points: The project is interdisciplinary in nature.						
<b>Overall Score:</b>							