

RUBRIC FOR PROFESSIONAL DEVELOPMENT “OPPORTUNITY AWARD” PROPOSALS

	3	2	1
PD Proposal _____	Proposal is fully completed and typed. Provides a clear, comprehensive overview of the PD opportunity with justification/description of training.	Proposal provides a clear and relevant overview of the PD opportunity; however, it may need additional information and/or the proposal lacks cohesiveness in some areas.	Proposal is weak; it lacks cohesiveness and/or information.
Activity Description _____	Description is clear and concise.	Provides a clear description of the PD opportunity; however, it may need additional information and/or the description lacks cohesiveness in some areas.	Activity description is weak; it only provides general information.
Mission of College _____	Proposal clearly and specifically demonstrates how participation in the PD opportunity directly supports the Daytona State College mission.	Proposal links participation in the PD opportunity to the Daytona State College mission; however, the link needs further clarification.	Proposal lacks a clear link between participation in the PD opportunity and the Daytona State College mission.
Department Outcomes _____	Proposal clearly and specifically links the applicant’s participation in the PD opportunity directly to the outcomes of the applicant’s department. Relevant Department Outcomes are listed and clearly linked to the applicant’s participation in the PD opportunity.	Proposal links applicant’s participation in the PD opportunity to the outcomes of the applicant’s department; however, the link needs further clarification/specification.	Proposal lacks a clear link between applicant’s participation in the PD opportunity and the outcomes of the applicant’s department.
Dissemination Plan _____	Proposal provides a clear, attainable, and comprehensive plan to be shared with the appropriate members of the Daytona State College community.	Proposal provides a plan of how the applicant will share the knowledge and experience gained by this PD opportunity with the Daytona State College community; however, the plan lacks specifics.	Proposal lacks a clear and attainable plan demonstrating how the applicant will share the knowledge gained by this PD opportunity.
Cost Effectiveness/ Budget Proposal _____	Proposed budget is accurate and complete (#19 on application). Budget is clear and comprehensive; it includes sufficient proof of the PD Opportunity’s feasibility and cost effectiveness.	Budget is clearly written with some explanation of expenses and/or lacks justification and documentation.	Budget is unfinished, unclear, lacking specifics, and/or is not cost effective.
Supporting Documentation _____	N/A	All supporting documentation is attached to the application. This includes the PD Opportunity’s Agenda, screen shots or confirmation of tentative hotel, airfare, rental car, and any other relevant costs.	Some supporting documentation is attached to the application; however, it is missing at least one.
Total Number of Points (Out of 20) _____			