

RUBRIC: Kayoko Ishizuka Award for Presentation at International Conferences

First page to be completed by an employee of the MCW School of Graduate Studies. The de-identified application along with this page will be provided to review committee with the rubric table.

Deidentified Candidate ID: _____

Name of Program: _____

Year in Program: _____

Are the conference dates within the appropriate semester of travel?: ☐ Yes ☐ No

Is the candidate in good standing with the MCW School of Graduate Studies?: ☐ Yes ☐ No

Is the candidate enrolled full-time at MCW for the majority of the next semester?: ☐ Yes ☐ No

Is the candidate the first author on the research submitted?: ☐ Yes ☐ No

Has the candidate provided evidence that the abstract was accepted for presentation at an international meeting?: ☐ Yes ☐ No

Has the candidate completed the requested essay in 1000 words or less?: ☐ Yes ☐ No

If all previous answers are “yes”, proceed. Otherwise, this applicant is not eligible for the award.

Has the student received this award in the past?: ☐ Yes ☐ No

If all previous answer is “no”, proceed. Otherwise, this applicant is not eligible for the award.

Has the student applied for any other awards? ☐ Yes ☐ No

The rubric table will be completed by each member of the review committee and sent to the chair of the committee to calculate results. The Candidate IDs will be shared with the School of Graduate Studies for award disbursement.

Criteria	Excellent (3 pts)	Good (2 pts)	Fair (1 pt)	Poor (0 pts)	Score
Conference & Training	Demonstrates specifics on how the conference aligns with to career goals or future plans.	Explains how the conference may align to training but lacks a specific connection to future plans.	Mentions training and/or career development impact but the essay lacks details.	No discussion of how the conference relates to scientific training.	
Audience & Outreach	Clearly details the target audience and plans to advertise their research to this audience prior to conference.	Mentions the target audience or outreach plans, but lacks specifics.	Mentions the target audience or outreach plans, but not both.	No information provided on target audience or outreach.	
Networking	Provides specific examples of conference networking events and specific names of people to meet.	Mentions networking efforts but lacks specifics names of events or individuals.	Mentions networking but the essay lacks details.	No mention of networking activities.	
Presentation & Impact	Provides a clear and concise overview of the research, highlighting its potential impact.	Describes the presentation topic but lacks details on its scientific impact.	Mentions presentation topic and/or impact but the essay lacks details.	No description of the presentation content or its potential impact.	
Research Contributions	Provides a clear and concise overview of student's length of time spent on project, assigned responsibilities on project, and other contributions to the project.	Briefly describes student's length of time spent on project, assigned responsibilities on project, or other contributions, but not all three.	Description of student's contribution is unclear outside of submission to conference.	No description of the students contributions.	
Essay Quality (Overall)	Essay is well-written and is 1000 words or less. Clear organization and strong grammar are evident.	Essay contains minor grammatical errors.	Essay lacks organization and/or contains grammatical errors that affect clarity.	Essay is poorly organized, exceeds word limit, or contains significant grammatical errors that hinder understanding.	
Total:					/ 18

Additional Notes: