

# Evaluation Rubric

*(the information on the following pages is provided for your reference only, this is the rubric used by the scholarship committee to score each application.)*

## Requirements for application acceptance as follows:

1. Completed Google Form or Paper Application if unable to submit via Google Forms
2. At least one grandparent of Italian descent.
3. Letter or recommendation from current Italian Genealogical Group (IGG) member

If any of the above **requirements are missing**, application will be **DISCARDED** as null and void. For this application **spelling counts**. Compose in a Word document and spell check the document. Spell check catches most spelling errors but not all (example: there/their/they're). Proofread your completed application before submitting it.

### Family Essay (40 points available)

<b>Inadequate (0-10 Points)</b>	<b>Adequate (11-20 Points)</b>	<b>Exceptional (21-40 Points)</b>
<p>Essay organization does not make sense</p> <p>There are many grammatical and spelling errors</p>	<p>Essay organization makes sense</p> <p>There are few grammatical and spelling errors</p>	<p>Essay organization flows well</p> <p>The main points of the essay are addressed and supported</p> <p>There are little to no grammatical or spelling errors</p>

### Family Tree (20 points available)

If you are unable to obtain any information re: names, dates or locations of ancestors, please include explanation of inability to document

<b>Inadequate (0-5 Points)</b>	<b>Adequate (6-10 Points)</b>	<b>Exceptional (11-20 Points)</b>
<p>IGG Family Tree chart not used</p> <p>Missing information in boxes 1-7</p>	<p>IGG Family Tree chart used</p> <p>Missing information in boxes 1-15 without explanation</p>	<p>IGG Family Tree chart used</p> <p>Boxes 1-15 completed or explanation included for not filling out information</p> <p>Grandparents and/or great-grandparents town or province of origin included</p>

**Research Documentation (40 points available)**

All research must be followed by documentation. Family stories are wonderful to make history come alive but are **not considered “research” for our purposes unless they can be substantiated by research documents.** Example: Aunt Tillie said that your grandparents emigrated to the U.S. in 1910 by ship landing on Ellis Island; you must obtain records confirming this information. Please include copies of documentation (**not originals, they will not be returned**). If you cannot complete or document information, explain how you researched and why you were unable to obtain documentation.

<b>Inadequate (0-10 Points)</b>	<b>Adequate (11-20 Points)</b>	<b>Exceptional (21-40 Points)</b>
Little or no documentation to support information on Family Tree	Some documentation to support information on Family Tree	Complete documentation to support information on Family Tree
Explanation of research steps missing	Explanation of research steps unclear	Explanation of research steps clear and concise
Dates of research not included	Dates of research incomplete	Dates of research documented
No explanation of missing information	Some explanation of missing information	Complete explanation of missing information

**BASIC REQUIREMENTS** (circle one)

- |                              |     |    |
|------------------------------|-----|----|
| 1. Application form          | YES | NO |
| 2. 25% Italian descent       | YES | NO |
| 3. Letter current IGG member | YES | NO |
| 4. Postmarked on time        | YES | NO |

**APPLICATION ACCEPTED?**..... YES NO

**ESSAY** (max 40 points) [circle finding – give mark in appropriate area]

**INADEQUATE ( 0-10 )**

Organization – no sense  
Spelling/grammar – bad

—

**ADEQUATE ( 11-20 )**

Organization makes sense  
Few grammar/spelling errors

—

**EXCEPTIONAL ( 21-40 )**

Organization flows well  
Points addressed & supported  
Little or no grammar/spelling errors

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\_\_\_\_\_

SUB

**FAMILY TREE** (max 20 points) [circle finding – give mark in appropriate area]

**INADEQUATE ( 0-10)**

Chart not used  
Missing information in boxes 1-7

—

**ADEQUATE ( 11-20 )**

Used pedigree chart

Missing info in boxes 1-15 w/o explanation

—

**EXCEPTIONAL ( 21-40 )**

Used pedigree chart

No missing info or explained

Grandparents/great-grandparents' town  
or province included

—

\_\_\_\_\_ SUB

**GRADING** Page 2

**APPLICANT**

**#** \_\_\_\_\_

**RESEARCH DOCUMENTATION (max 40 points)**

**INADEQUATE ( 0-10)**

Little/no documentation for family tree chart

Missing research steps

Dates of research missing

No explanation for missing info

—

\_\_\_\_\_

**ADEQUATE ( 11-20 )**

Some documentation for family tree chart

Explanation of research steps unclear

Dates of research incomplete

Some explanation for missing info

—

\_\_\_\_\_

**EXCEPTIONAL ( 21-40 )**

Complete documentation for family tree chart

Explanation of research steps clear/concise

Dates of research documented

Complete explanation for missing info

.....

\_\_\_\_\_ SUB \_\_\_\_\_

Final Marking

Applicant # \_\_\_\_\_

Requirements Met??..... YES

NO

MARK

Essay.....	_____
Family Tree.....	_____
Research Documentation.....	_____
<b>TOTAL</b> .....	_____