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Required Components	Response excludes essential components and/or does not address the requirements indicated in the instructions. Many questions are addressed minimally, inadequately, and/or not at all	Response is missing some components and/or does not fully meet the requirements indicated in the instructions. Some questions or parts of the questions are not addressed	Response includes all components and meets all requirements indicated in the instructions. Each question or part of the assignments is addressed	Response includes all components and meets or exceeds all requirement indicated in the instructions. Each question or part of the assignment is addressed thoroughly.
Opportunity for Growth	The activity is not relevant to advisor's position or professional development interests	Response makes attempt to demonstrate relevance to position or professional development but the relevance is unclear to the reader	Activity is relevant and meaningful to position and professional development interests	Activity is relevant and meaningful to position and professional development interests and shows opportunity for development of advanced skills
Representing Texas A&M University	Response does not reflect positivity on Texas A&M University	Response shows understanding of Texas A&M University's commitment to professional development but does not indicate how this will be demonstrated	Response shows understanding of Texas A&M University's commitment to professional development and minimally shows how this will be demonstrated	Response shows understanding of Texas A&M University's commitment to professional development and gives examples of how this will be positively demonstrated
Return on Investment	Response does not indicate a need to share information with other advisors	Response indicates a willingness to share information with other advisors but no details on when or how	Response identifies event or publication that will be used to share information with other advisors	Response includes scheduled event or publication to share information with other advisors
Commitment to Professional Development	No connection between activity and identified professional development need	Professional development need mentioned but not specifically identified	Professional development need has been identified and response includes a loose connection between activity and that need	Professional development need has been identified and response includes direct connection between activity and that need
Past involvement/ attendance	This item will not be scored	This item will not be scored	This item will not be scored	This item will not be scored
Accurate Estimate of Expenses and need	Estimated expenses are not consistent with state guidelines and/or do not indicate responsible stewardship of state resources. No other financial support has been pursued.	Estimated expenses are reasonable; no other financial support has been pursued.	Estimated expenses are reasonable and other financial support has been pursued	Estimated expenses are reasonable; other financial support has been identified and secured

Endorsement from Supervisor	Supervisor does not support this activity or did not address support	Supervisor supports this activity but without full commitment to professional development goal	Supervisor supports this activity and connects it to professional development goals of advisor	Supervisor supports this activity, connects it to professional development goals of advisor and shows understanding of the relevance of the activity and goals addressed
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