

Committee Member Name: _____		Date: _____		Trip Number: _____		Score: _____/20	
Category	Poor - 1 point	Fair - 2 points	Good - 3 points	Excellent - 4 points			
University Benefit & Impact	Travel does not demonstrate a clear benefit to Purdue Fort Wayne and/or Indiana University Fort Wayne. Little to no connection to the university mission. Demonstrates little to no impact.	University benefit of travel is present, but unclear, indirect, or weakly articulated. Limited explanation of how travel supports the University and its mission. Impact appears minimal or narrow in scope.	Travel benefits the University in a clear and meaningful way. Connection to institutional mission is explained in adequate detail. Demonstrate positive but moderate impact.	Travel clearly and significantly benefits Purdue University Fort Wayne and/or Indiana University Fort Wayne. Strong, well-articulated connection the university's mission, visibility, student development or academic enrichment. Impact is substantial and clearly demonstrated.			
Budget Clarity	Budget is missing or lacks on line-item breakdown. Logistics and itinerary are not provided or are extremely unclear	Budget is included but lacks detail or clarity. Logistics or itinerary are vague or incomplete.	Includes a line-item budget with sufficient detail. Provides general logistics and itinerary information.	Includes a detailed and accurate line-item breakdown of all expenses. Clearly outlines logistics and full itinerary.			
Professional/Educational Development	Travel does not fall within any of the approved categories (Conference, convention, tour, training, workshop, competition, or humanitarian activity). Shows little to no connection to professional or educational development.	Travel somewhat resembles an approved category but lacks clarity or sufficient documentation. Lacks a clear connection to meaningful educational or professional development for the students attending.	Travel generally fits within an approved category, but could benefit some additional detail or documentation. Demonstrates some educational or professional development value.	Travel clearly and directly falls within one of the approved categories. Clearly and directly demonstrates strong educational and/or professional development value that will meaningfully contribute to students' academic, leadership, or career growth.			
Bringing it Back to Campus	No clear plan to share the experience with the campus community. Limited or no intention to benefit the broader student body. Does not align with the expectation of campus-wide impact.	Mentions intent to share experience but lacks detail or structure. Outreach plan is vague, informal, or limited to a small group. Impact to the broader student body is minimal or unclear.	Describes a reasonable plan to share the experience with others on campus. Includes at least one defined method of outreach or engagement. Demonstrates moderate campus impact with audience and general timing are identified.	Provides a detailed, actionable plan to share knowledge or experiences with the student body. Includes specific methods (campus-wide presentation, workshop, tabling event, collaboration with other organizations, social media campaign, classroom engagement, etc.). Demonstrates a strong potential for a broad and meaningful impact with a timeline and an audience identified.			
Overall Presentation	Presentation lacks organization and clarity. Slides are difficult to follow, with little to no creativity. Overall effectiveness is low. Presenter significantly exceeds or falls short of the 5-minute limit, limiting the presentation's effectiveness.	Presentation shows some organization but lacks consistency in layout or clarity. Limited creativity. Slides may be somewhat difficult to follow or overly text-heavy. Effectiveness is moderate. Presenter goes slightly over or under time, impacting clarity or completeness.	Presentation is organized and visually clear with some creative elements. Slides are generally easy to follow, with minor issues in layout or clarity. Overall effectiveness is solid. Presenter stays close to the 5-minute limit and communicates most key points effectively.	Presentation is highly polished, visually engaging, and well-organized. Slides are clear, professional, and creatively designed. Information is presented effectively and easy to follow. Presenter stays within the 5-minute limit while clearly and thoroughly communicating key points.			