

Pre-application Administrative Review

- Applicant is an M.S. or Ph.D. student enrolled for the full academic year (Y/N)
- Applicant is advised by a [CEI Member or Affiliate Faculty](#) (Y/N)
- Package is complete with Cover Letter, CV, and Faculty Approval

I. AXP Supports Trainee Individual Development Goals

Exceeds Expectations (Score 2): The Cover Letter lays out the role of the AXP track in helping the applicant achieve goals that are in their individual development plan or clarifies goals that may become part of their individual development plan. The CV and Cover Letter show evidence of prior interest and building of communication, policy, and/or business skills through student organizations, extra-curricular activities, and/or coursework in these areas.

Meets Expectations (Score 1): Cover Letter clearly articulates how AXP will build the applicant's skills in communication and/or provide a professional experience that will help them clarify professional goals. The CV may not show strong evidence of prior interests relevant to the AXP track.

Does Not Meet Expectations (Score 0): The CV does not show prior interests relevant to the AXP track, nor does the Cover Letter clearly articulate the role of AXP in the applicant's longer term professional development goals.

II. Alignment with Partner Organization Needs

Exceeds Expectations (Score 2): The CV shows a breadth of science and engineering knowledge and experiences that will be an excellent foundation for tackling the analysis needs of partner organizations. The cover letter articulates the applicant's interest in stretching their existing STEM knowledge to address partner organization technical analysis needs.

Meets Expectations (Score 1): The CV may not clearly show the breadth of science and engineering knowledge or experiences that align well with the partner organization needs, but the cover letter makes it clear the applicant is flexible in using their STEM background to support the analysis needs of the partner organization.

Does Not Meet Expectations (Score 0): Neither the CV nor cover letter show an orientation and flexibility toward adapting STEM skills to meet the analysis needs of the partner organizations.

III. Faculty Mentor Supports AXP Participation

Meets Expectations (Score 1): Faculty mentor supports the applicant's participation in AXP and notes how the program will foster communication skills and/or help trainee establish/achieve thoughtful career goals.

Does Not Meet Expectations (Score 0): Faculty mentor does not support the applicant's participation in AXP.