

# INTERNSHIP GRADING RUBRIC

Sample for 3-credit, 3000-level internship

The faculty sponsor may use this rubric, a similar rubric or another method for grading a student's internship portfolio. The student and faculty sponsor should **discuss the grading method** that will be used **before** the internship is undertaken.

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**Student Name:**

**Faculty Sponsor:**

**The student fulfilled the Internship Agreement.**

A student who does not complete their internship will automatically receive a failing grade. A student must complete the work portion of the internship as described in the internship agreement before submitting their portfolio for evaluation and doing their public presentation. A student's grade is based on demonstrated learning as documented by the portfolio and public presentation.

**Rating Scale 101 points** (A 101-90; B 89-80; C 79-70; D 69-60; F 59-0)

**2 points per attribute:**

2 Completed

1 Partially completed

0 Did not submit

**\*5 points per attribute:**

5 Completed: exemplary

4 Completed: thorough

3 Completed

2 Partially completed: basic understanding

1 Partially completed: minimal understanding

0 Did not submit

## PORTFOLIO:

**Internship Agreement, Resume, Job Description**

[2 or \*5 points per attribute, as indicated, for a total of 20 points]

The internship agreement, resume, and job description were submitted to faculty sponsor in a timely manner.

The internship description accurately describes the mission of agency and the role of intern within the agency.

The internship description describes the student's long term goals and explains how the internship will help them achieve these goals.

\*  The goals of the internship are specific, measurable, achievable, relevant and trackable. (\*5 points)

The public presentation is defined (type of presentation, when, where, to whom).

\*  The resume highlights the student's education and experiences in an effective format. (\*5 points)

Written materials are clear and exhibited good grammar and spelling.

***SUBTOTAL***

**Reflective Journal, Daily Log with directed questions**

[\*5 points per attribute for a total of 20 points]

\*  Entries are completed as assigned.

\*  Entries respond to Reflective Journal or Directed questions thoroughly and accurately.

\*  Entries present facts, analysis and reasoned interpretation.

\*  Reflective Journal/Daily Log entries are legible. Entries are typed, clearly written using standard grammar and spelling.

\_\_\_ ***SUBTOTAL***

**Written Self Evaluation**

**[2 or 5 points per attribute, as indicated, for a total of 21 points]**

**Self evaluation:**

\* \_\_\_ The self evaluation discusses the intern's achievement of personal goals. (\*5 points)

**Description, interpretation, analysis and evaluation of the internship experience:**

The self evaluation discusses:

- \_\_\_ The self evaluation discusses the intern's most important contribution to the internship.
- \_\_\_ The self evaluation discusses the intern's academic and career goals.
- \_\_\_ The self evaluation discusses the impact the experience had on the intern's personal growth.
- \_\_\_ The self evaluation discusses how the internship experience could have been improved.
- \_\_\_ The self evaluation discusses personal strengths the intern discovered through the experience.
- \_\_\_ The self evaluation discusses areas for personal improvement.

**Quality of written material**

- \_\_\_ The self evaluation presents both descriptive and reflective information in a thoughtful manner.
- \_\_\_ The self evaluation is clearly written with standard grammar and spelling.

\_\_\_ ***SUBTOTAL***

**Supervisor Evaluation** (and Response to Supervisor Evaluation if required)

**[\*5 points per attribute for a total of 20 points]**

- \* \_\_\_ The supervisor evaluation indicates that the intern demonstrated a good work ethic.
- \* \_\_\_ The supervisor evaluation indicates that the intern displayed initiative.
- \* \_\_\_ The supervisor evaluation indicates that the student collaborated well with co-workers.
- \* \_\_\_ The supervisor evaluation indicates that the student developed new skills during the experience.
- \_\_\_ The student provided a thoughtful response to the supervisors evaluation. (If required, 5 bonus points)

\_\_\_ ***SUBTOTAL***

***PUBLIC PRESENTATION***

***Oral Presentation or Poster Session/Story Board***

**Oral Presentation**

**[2 points per attribute for a total of 20 points]**

**Well Planned**

- \_\_\_ The presentation is structured to demonstrate student learning.
- \_\_\_ The focus of the presentation is clearly stated and is appropriate for the audience's level of knowledge.
- \_\_\_ Visual aides that were selected/prepared are well done, can be seen by all, and add to the presentation

**Well Presented**

- \_\_\_ The speaker can be heard by everyone.
- \_\_\_ The speaker shows interest and enthusiasm, and actively involves the audience.
- \_\_\_ The speaker maintains excellent posture and makes eye contact with the audience.
- \_\_\_ The presentation is an appropriate length.

**Good Content**

- \_\_\_ The speaker knows and understands the subject matter.
- \_\_\_ The information presented is accurate.
- \_\_\_ The ideas presented support the focus and there are clear transitions between the main ideas.

***SUBTOTAL***

***OR***

**Display/Story Board, Poster Session**

**[2 points per attribute for a total of 20 points]**

- The display/story board demonstrates student learning during the internship
- The display/story board is eye catching and conveys the focus of the internship/project immediately.
- The elements of the display/story board collectively provide a complete description of the internship/project.
- The elements are arranged to present information in an organized fashion.
- The graphics are visually appealing and professional in appearance.
- Narrative elements are written clearly and concisely with good grammar and spelling.
- The factual information is accurate and reflects an understanding of the subject matter.
- There is neither too much nor too little in the display/story board.
- Make the appropriate references for other peoples work.
- The display/story board is neat and presentable.
- The display/story board accomplishes its intended purpose with the target audience.

     ***SUBTOTAL***

     **GRAND TOTAL**