

INTERNSHIP EVALUATION RUBRIC

- DEVIVERABLES DURING THE INTERNSHIP - 20
- SITE SUPERVISOR EVALUATION - 30
- FINAL PROJECT REPORT - DUE AT THE COMPLETION OF THE ACTIVITY - 30
- INTERNSHIP PRESENTATION - 20

DEVIVERABLES DURING THE INTERNSHIP - 20%					
Criteria	%	Below Standard (1)	Approaching Standard (2)	At Standard (3)	Exceeds Standard (4)
Acceptance Letter from the Organization - Due before the start of the internship	5	Submitted prior to completion	Submitted 1 week after start date	Submitted before start date but not before 7 days prior to start date	Submitted before 1 week prior to start date
Internship Objectives Report - Due 10 business days after start of the internship	5	Submitted after the due date	Submitted on the due date after the approved requested extension	Submitted on the due date	Submitted a detailed internship objective report on the due date
Weekly Reports - 1 page report due at the end of each week	5	Submitted after the due date	Submitted on the due date after the approved requested extension	Submitted on the due date	Submitted a detailed report on the due date
Mid Term Report - Listing tasks and goals, tasks completed, remaining tasks	5	Mid Term Report submitted after the due date	Mid Term Report submitted on the due date after the approved requested extension	Mid Term Report submitted on the due date	Submitted a detailed Mid Term Report on the due date
SITE SUPERVISOR EVALUATION – 30 %					
Criteria	%	Below Standard (1)	Approaching Standard (2)	At Standard (3)	Exceeds Standard (4)
Daily Attendance	3	65% or less	Above 75%	Above 85%	Above 95%
Organization Meeting Attendance	3	Attended less than 65% of meetings required	Attended 70% of organization meetings required	Attended 85% of meetings required	Attended all meetings required
Participation	3	Very limited participation	Participated in a few discussions	Participated in most discussions	Participated in all discussions
Initiative Taking	3	Highly forthcoming, thinks outside the box, and suggests new ideas, and follows up on them	Makes a sincere attempt to come up with ideas but some lack quality and substance	Thinks outside the box and suggests new ideas	Highly forthcoming, thinks outside the box, and suggests new ideas, and follows up on them

Team Work	3	Not a team player	Tried to be team player	He/she was a team player	Efficient team player
Communication	3	No proper communication made	Communication needs improvement	Was able to communicate	Excellent communication skills
Setting Expectations	3	Proper expectation was not set	Trying to set expectation	Expectation was set	Expectation was set and made sure it was clear to all
On Time Task completion	3	Task not completed on time	Trying to complete the task on time	Completed the task on time	Completes the task ahead of time
Work Ethic	3	No proper work ethics followed	Tying to follow the work ethics during the internship	followed the work ethics during the internship	Followed the work ethics with understanding during the internship
Time Management	3	No proper time management	Trying to manage the time	Effectively managed the time	Efficiently managed the time
FINAL PROJECT REPORT - DUE AT THE COMPLETION OF THE ACTIVITY - 30 %					
Criteria	%	Below Standard (1)	Approaching Standard (2)	At Standard (3)	Exceeds Standard (4)
Organizing	5	The information appears to be disorganized.	Information is organized but paragraph constructions need improvement	Information is organized with well-constructed paragraphs.	Information is very organized with well-constructed paragraphs and subheadings.
Language Quality	5	Many grammatical, spelling, or punctuation errors.	Minimal grammatical, spelling or punctuation errors	Almost no grammatical, spelling or punctuation errors	No grammatical, spelling or punctuation errors.
Resources/References	5	Zero to one resources referenced at the end of the research paper	Some resources are referenced at the end of the research paper.	Most resources are referenced at the end of the research paper.	All resources are referenced at the end of the research paper.
Quality of Information	5	Lacking required components or has little or nothing to do with topic.	Organization includes all components with some detail.	Organization includes all components with sufficient detail.	Organization includes all components with excellent detail.
Reflection on the internship and analysis of the experience	5	Student's report does not include this information.	Student's report briefly reflects on the internship but does not analyze the	Student's report reflects on the internship and analyzes the experience;	Student's report insightfully reflects on the internship and analyzes the experience; goes

			experience.	states the obvious.	beyond stating the obvious.
Integration of new knowledge and experience with existing knowledge and experience	5	Student's report does not include this information.	Student's report identifies new knowledge and experience they've gained but does not integrate it with their existing knowledge and experience.	Student's report integrates new knowledge and experience they've gained with their existing knowledge and experience; states the obvious.	Student's report insightfully integrates new knowledge and experience they've gained with their existing knowledge and experience; goes beyond stating the obvious.
INTERNSHIP PRESENTATION – 20 %					
Criteria	%	Below Standard (1)	Approaching Standard (2)	At Standard (3)	Exceeds Standard (4)
Fluency and clarity	5	Not fluent and voice is not heard clearly	Somewhat fluent and voice is difficult to be heard clearly	Fluent and voice is easy to be heard clearly.	Very fluent, has a command over the language and voice is loud and clear
Effective audio visual	5	Very little or poor usage of visual materials	Visuals are adequate but do not help in engaging with the material	Visuals are adequate and help in engaging with the material	Visual aids are excellent and they make presentation more interesting and meaningful
Time management	5	Presentation time is not appropriately used; was unable to cover the key content within time	Was able to cover all the content, but run over or under allocated time	Appropriate length, covered all the material within the given time limit.	Appropriate length, covered all the material within the given time limit with proper allocation for each module including Q&A's
Defense of the report	5	Student is not able to defend/discuss his internship reports. He/she does not mastered the contents.	The student has difficulty in explaining the subject matter of the internship project.	Student is able to defend his internship project. He/she has mastered the contents, but not beyond that. Is not able to place the work	Student is able to freely discuss the contents of the internship project and to place the work in current scientific and practical contexts.

				in a scientific or practical context.	
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