

INTERNSHIP RUBRIC

Name _____ Presentation Date _____

Final Exit Project Requirements

Each student must complete a final exit portfolio and presentation in lieu of a final exam. The portfolio and presentation will include:

GRADING RUBRIC

Requirements	Excellent 93-100	Above Average 92-85	Average 84-72	Below Average < 71
Paperwork (internship application, learning objectives, code of conduct, internship agreement, time sheet, student evaluation, copies of thank you notes)– 15%				
Journal Entries – 25%				
Electronic Summary Portfolio/Presentation includes (formal presentation-students dress accordingly): – 30% <ul style="list-style-type: none"> • 3-ring Binder • Cover Page • Signed Internship Agreement • Signed Code of Conduct • Internship Schedule • Driving Directions • Copy of Learning Objectives • Copy of Weekly Reflections/Journal/Blog • Minimum of 5 Pictures (picture of student on the job, picture of the facility • Student Evaluation • Copy of Thank You Notes • Documentation of 135 Hours Presentation: <ul style="list-style-type: none"> • Picture of student on the job and student’s name • Picture of facility and the name of the organization • What the company does • Picture of supervisor and/or others who were influential in the experience • List of duties, responsibilities, and specific skills required which could be organized as “As a day in the life of ...at work” • Relationship of internship experience to student’s classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills) • Include examples of work if possible • How the internship affects future plans • Minimum of 7 slides 				
Supervisor’s Evaluation – 30%				