

BLUE MOUNTAIN CHRISTIAN UNIVERSITY

POLICY 2.28 DEPARTMENTAL INTERNSHIPS

Grading Rubric for Internship

Form 2.28.04

NAME OF STUDENT: _____ **PROFESSOR:** _____

Please submit completed form to the Office of the Vice President for Academic Affairs to be filed with student's internship documents.

SECTION A

<i>Evaluation Criterion</i>	<i>Unsatisfactory</i>	<i>Marginal</i>	<i>Average</i>	<i>Very Good</i>	<i>Outstanding</i>
TIME LOG (10%) Time Log kept in a timely, neat form and represents a productive use of time on the job SCORE: _____	0 Did not submit	1-3 Submitted, but incomplete	4-5 Completed, met hours	6-8 Completed, exceeded hours	9-10 Completed, exceeded hours, accurate and neat presentation
SUPERVISOR'S RATING (20%) The overall performance rating of the immediate On-the-Job Supervisor SCORE: _____	1 2 3 4	5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20
INSTRUCTOR'S RATING BASED ON SITE VISIT (30%) Intern exhibited enthusiasm about experiences encountered during the internship and articulated plateaus of learning developed during the internship SCORE: _____	0 Did not complete hours	10-14 Completed hours, articulated some learning	15-20 Completed hours, articulated some learning, is able to give example(s) of positive experiences	20-25 Completed hours, articulated learning, showed interest	26-30 Completed hours, articulated learning, showed enthusiasm.
INSTRUCTOR'S RATING BASED ON EXAMINATION OF STUDENT'S SAMPLE OF WORK (20%) The work samples exhibit professionalism, quality, and a high degree of involvement by the Student Intern SCORE: _____	0 Not submitted	1-5 Submitted samples	6-10 Submitted quality samples of work	11-15 Submitted quality samples which reflect involvement	16-20 Submitted professional, quality samples which reflect a high degree of involvement
STUDENT COMMENTARY—Typewritten Paper (20%) Student indicated that the goals of the internship were met and that the student matured during the internship. SCORE: _____	0 Not submitted	1-5 Paper submitted, but not well done, goals not met, no change in student	6-10 Paper submitted with minimum errors, goals met, minimum change in student	11-15 Professional paper submitted, goals met, student indicates understanding of job skills required	16-20 Professional paper submitted, goals met, student shows growth in understanding of job area
TOTAL POINTS EARNED _____ (A = 90 - 100; B 80 - 89; C = 70 - 79; D = 60 - 69; F= 59 and below)					

SECTION B: INSTRUCTOR'S LOG

Date(s) of On-Site Visits (if internship site is more than 50 miles, this may be a virtual visit)
