

Chadron State College  
Internship Portfolio Grading Rubric

Name: \_\_\_\_\_

Student Rank: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Course Number: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

**Summary of Recommendations**

	A	B	C	D	F
Portfolio					
<b>Final Grade</b>					

**Notes/Comments:**

**A:** Represents *professional* and *excellent* work. There are no major areas of needed improvement and the student/intern exhibits an exceptional degree of responsibility, accuracy, motivation, and overall maturity.

**B:** Represents *professional* work, but there are minor areas of improvement needed. The intern exhibits an above-average degree of responsibility, accuracy, and overall maturity.

**C:** Represents *competent* but average work. The intern does not exhibit a high degree of motivation and only does what they are asked to do. Communication skills are lacking and the intern could be more responsible and accurate in their assignments.

**D:** Represents *unacceptable* work. The intern lacks motivation, responsibility, and accuracy. Communication skills are lacking and the intern's work has to be continually double-checked and redone.

**E:** Represents *failure* to meet the supervisor's minimum expectations in every area.

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	<b>Advanced</b>	<b>Proficient</b>	<b>Competent</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>Not Applicable</b>
<b>Submittal</b>	Portfolio is submitted well in advance of deadline.	Submitted week of deadline.	Portfolio is submitted on or just after deadline.	Portfolio is submitted late.	No portfolio is submitted.	
<b>Required Documents</b> Cover Page Learn. Outcome Reflect. Paper Resume Reflective Q's Thank you	All documents are included in the portfolio.	Most documents are included in the portfolio.	Some documents are included in the portfolio.	Few documents are included in the portfolio.	No documents are included in portfolio.	
<b>Reflective Paper</b>						
Length of Paper	Submitted more than 2 pages per credit hour.	Submitted 2 pages per credit hour.	Submitted 2 pages per credit hour. Margins are expanded and font is unusually large.	Submitted less than 2 pages per credit hour.	No Paper submitted.	
Introduces self	Student is able to describe self and goals in a clear, precise and professional manner.	Student is able to describe self and goals in clear and somewhat professional manner.	Student is able to describe self and goals.	Student describes self and not goals. Descriptions are unclear and unprofessional.	No introduction is provided.	
Introduce experience	Student clearly and fully describes how logistically they arrived at this internship and how it fits in with their career plan.	Student clearly describes how logistically they arrived at this internship and how it fits in with their career plan.	Student describes how logistically they arrived at this internship and how it fits in with their career plan.	Student describes either how logistically they arrived at this internship or how it fits in with their career plan.	Student does not describe how logistically they arrived at this internship or how it fits in with their career plan.	

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<b>Reflective Paper</b>						
Relationship of job to other functions of the organization	Student demonstrates they clearly understand how their work and position relates to the other functions/ divisions of the organization.	Student demonstrates they understand how their work and position relates to the other functions/ divisions of the organization.	Student demonstrates they mostly understand how their work and position relates to the other functions/ divisions of the organization.	Student demonstrates that they somewhat understand how their work and position relates to the other functions/ divisions of the organization.	Student demonstrates they do not understand how their work and position relates to the other functions/ divisions of the organization.	
Description, interpretation, analysis and evaluation of professional aspects of Internship in relation to Learning Outcomes	Student is able to clearly articulate the all of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired.	Student is able to articulate most of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired.	Student is able to articulate some of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired.	Student is able to articulate a few of the following: observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills and knowledge acquired.	Student does not articulate observations and thoughts about the professional aspects of the internship experience; how experience parallels program of study; ways the internship experience might have been improved; skills or knowledge acquired.	

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<b>Reflective Paper</b>						
Description, interpretation, analysis and evaluation of personal aspects of Internship in relation to Learning Outcomes	Student is able to clearly articulate the all of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.	Student is able to articulate most of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.	Student is able to articulate some of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.	Student is able to articulate a few of the following: their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.	Student does not articulate their most important contribution to the internship; areas of personal growth; personal strengths discovered through the internship; areas for personal improvement; academic and career goals.	
Writing	Paper is proofread, grammatically correct, spell checked, written clearly, well-organized, typed, thoughtful, reflective, and professional. Few areas of improvement.	Paper is proofread, grammatically correct, spell checked, written clearly, well-organized, typed, thoughtful, and reflective. There are minor areas of improvement needed.	Paper is average for a student of their rank. It is mostly proofread, grammatically correct, spell checked, written clearly, well-organized, typed, thoughtful and reflective.	Paper is not proofread, grammatically correct, spell checked, written clearly, well-organized, typed, thoughtful, and/or reflective. There are major areas of improvement needed.	Paper is unacceptable. It is not proofread, grammatically correct, spell checked, written clearly, well-organized, typed, thoughtful, or reflective.	
<b>Supplemental Materials</b>	Materials support reflective paper and illustrate the student's work.	Materials support reflective paper and/or illustrate the student's work.	Materials somewhat support the reflective paper and/or illustrate the student's work.	Materials are used instead of writing sections the reflective paper.	Materials do not support the reflective nor do they illustrate the student's work.	

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<b>Presentation</b>	Portfolio submitted in professional format and appearance. All materials are presented together and organized.	Portfolio submitted is somewhat professional format and appearance. All materials are presented together.	Portfolio is adequate in format and appearance. All materials are presented together. Presentation is average for a student of their rank.	Portfolio is adequate in format and appearance. All materials are presented but are unorganized. Presentation is below average for a student of their rank.	Portfolio submitted is unprofessional. Materials are not submitted together and are unorganized.	
<b>Overall Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	

Notes/ Comments: