

Southern Wake Academy

Internship Rubric

Grading Breakdown:

Each Quarter = 20% of total internship grade (Together, all 4 Quarters = 80% of your final Internship grade)

Final Presentation and Portfolio: 20% of total internship grade

Quarterly Grades

Quarter 1 Grade: Internship Proposal (15 pts) and 3 Reflections (10 pts)		25 pts
Quarter 2 Grade: Job Description (15 pts) and 3 Reflections (10 pts)		25 pts
Quarter 3 Grade: Resume (15 pts) and 3 Reflections (10 pts)		25 pts
Quarter 4 Grade: 1 Final Reflection (25 pts)		25 pts

Final Presentation and Portfolio

<p>Internship Binder (All parts together and organized, everything typed, copy of PowerPoint presentation.)</p> <p><u>A complete binder includes:</u> 10 pts - Proposal 10 pts - Log 10 pts - Resume/ Cover Letter 10pts - Reflections (all 10) 5 pts - Job Description</p>		45 pts
Satisfactory Supervisor's Evaluation		10 pts
Presentation (Did not read slides to us, answered questions, dressed in uniform or better, no shorts)		45 pts
Total Points Earned (this number is 20% of final internship grade)		100 pts

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Expanded Internship PRESENTATION Rubric

Student's Name: _____ Date: _____

Evaluator: _____ Final Grade: _____ Credit: _____

Criteria	Total Possible Points	Points Earned
Resume/ Cover Letter	10	/10
Proposal for internship	10	/10
Work log	10	/10
Reflections (10 reflections)	10	/10
Description of how to do your job	5	/5
Evaluation from supervisor	10	/10
PowerPoint presentation	45	/45

Final Internship Presentation & Portfolio Grade (20% of final internship grade)	____ / 100
Combined quarterly grade (80% of final internship grade)	____ / 100
FINAL INTERNSHIP GRADE	_____

Grading Scale:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 59 and below