

Internship Final Presentation Guidelines

The final presentation is an opportunity for students to share their internship experience with fellow students and TEM faculty. It also provides a way to assess the overall internship course, specific sites, and site supervisors for the enhancement of the program.

Presentation guidelines:

- Students are required to attend the entire presentation session (on their scheduled date), unless they are outside the Washington Metropolitan area (in which case alternative arrangements will be made).
- Students are required to wear a business *professional* suit.
- Presentations must last no longer than 10 minutes, and will be followed by a 5-minute “question and answer” period. Students **must rehearse their presentations** to keep within the 10-minute limit.
- Presentations must be made using PowerPoint slides (or *Prezi*), and must include:
 - a. An overview of the internship site, including a **brief** description of its services, personnel, on-site supervisor, etc.;
 - b. A **brief** description of the internship responsibilities;
 - c. A **brief** description of the challenges and successes experienced during the internship;
 - d. A **very detailed** description of the Special Project (***the majority of the presentation time should be devoted to this***);
 - e. A description of what was learned from the experience and how it can be applied in the future; and
 - f. A statement of future (professional and/or academic) plans.
- Students will be evaluated using the rubric below:

Categories	Highly Competent	Competent	Unsatisfactory	Not Acceptable
1) Student Dressed Professionally	Student dressed in business professional attire	Student dressed in business casual attire	Student dressed in casual attire	Student dressed in casual attire, and appeared disheveled
2) Overview Of Internship Site, Mission, Services, Personnel	Student fully described the elements required	Student partially described the elements required	Student provided a minimal description of the elements required	Student did not provide any information on the internship site
3) Internship Responsibilities	Student fully described what he/she worked on during the internship	Student partially described what he/she worked on during the internship	Student provided a minimal description of what he/she worked on during the internship	Student did not provide any information on what he/she worked on during the internship
4) Challenges Experienced	Student fully described the challenges experienced	Student partially described the challenges experienced	Student did not describe the challenges within the 10 minutes	Student did not provide any information on the challenges experienced
5) Successes Experienced	Student fully described the successes experienced	Student partially described the successes experienced	Student did not describe the successes within the 10 minutes	Student did not provide any information on the successes experienced
6) Special Project: explanation and how it contributed to the mission and goals of agency	Student fully described all the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation	Student partially described the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation	Student did not describe one or more of the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation; OR Student did not cover this within the 10 minutes	Student was not able to describe his/her special project

7) What Was Learned From The Experience	Student fully described what he/she learned from the experience	Student partially described what he/she learned from the experience	Student did not describe what he/she learned from the experience within the 10 minutes	Student did not describe what he/she learned from the experience
8) Future Plans (Career, etc.)	Student clearly articulated and described his/her future plans	Student only provided a list of options	Student was not able to articulate his/her future plans within the 10 minutes	Student did not provide any information on his/her future plans
9) Overall Descriptive Competence	Student covered all the required Sections (above) of the presentation within the 10 minutes, and the student's descriptions of the covered sections were clearly articulated and professionally presented	Student covered only 4 – 6 of the required sections of the presentation within the 10 minutes, and the student's descriptions of the covered sections were clearly articulated and professionally presented	Student covered less than 4 of the required sections of the presentation within the 10 minutes, but the student's descriptions of the covered sections were clearly articulated and professionally presented	Student did not cover all the required sections of the presentation within the 10 minutes, AND (OR 4 or more of) the sections were not clearly articulated and professionally presented
10) Overall Analytical Competence	Student demonstrated a clear understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site	Student demonstrated moderate understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site	Student demonstrated minimal understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site	Student did not demonstrate any understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site
Final Performance Evaluation	<i>Site Supervisor evaluated student's performance as excellent and above average on all criteria</i>	<i>Site Supervisor evaluated student's performance as above average and average on all criteria</i>	<i>Site Supervisor evaluated student's performance as average on all criteria</i>	<i>Site Supervisor evaluated student's performance as below average and unsatisfactory on all criteria</i>
Student Portfolio	<i>Student's portfolio included all the required elements and was presented in a professional manner</i>	<i>Student's portfolio included all the required elements, but was presented in a less than professional manner</i>	<i>Student's portfolio include some of the required elements, and was presented in a less than professional manner</i>	<i>Student's portfolio very poorly presented and was incomplete</i>

Important Reminders

1. Any student whose presentation receives an 'Unsatisfactory' or 'Not Acceptable' score on five (5) or more of the ten (10) sections on the rubric above will be required to present again at a later date to be determined by the faculty panel. If a student's Overall Description Competence (Section 9) is deemed 'Unsatisfactory' or 'Not Acceptable', he/she may be required to present again at a later date to be determined by the faculty panel. This delay will negatively impact the student's ability to receive a passing grade for the course.
2. Any student whose portfolio receives an 'Unsatisfactory' or 'Not Acceptable' score based on the rubric above will be required to make the necessary changes, and resubmit the portfolio. This delay will negatively impact the student's ability to receive a passing grade in the course.