

## Weekly Reports Rubric RMGT 490

The internship student will be able to identify, analyze and attempt to resolve challenges experienced during their internship as evidenced in the internship portfolio weekly reports.

| The weekly report  | NO Credit | Unsatisfactory | Competent   | Highly Competent |
|--|-----------|----------------|-------------|------------------|
| Identifies and explains challenges (as reported in the Description of Principle Assignments and Responsibilities)                                      | 0         | 1              | 2           | 3                |
| Analyzes challenges (as reported in Rewarding and/or Difficult experiences)  | 0         | 1              | 2           | 3                |
| Utilizes available resources (as reported in any section of the Weekly Report)   | 0         | 1              | 2           | 3                |
| Explains attempts to overcome challenges and resolve difficult experiences (as reported in any section of the Weekly Report)                           | 0         | 1              | 2           | 3                |
| Written in such a way that it is clearly communicated what assignments, difficulties, challenges, and successes the student completed during the week. | 0         | 1              | 2           | 3                |
| Submitted on time weekly.  | 0         | 1              | 2           | 3                |
| <b>Total</b>   | <b>0</b>  | <b>1-6</b>     | <b>7-12</b> | <b>13-18</b>     |

## Special Project Rubric RMGT 490

The internship student will be able to develop and complete a special project in cooperation with their agency supervisor. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably “doable” and be of interest to the intern.

| <b>The project</b>  | <b>NO Credit</b> | <b>Unsatisfactory</b> | <b>Competent</b> | <b>Highly Competent</b> |
|---|------------------|-----------------------|------------------|-------------------------|
| Is realistically and reasonably “doable” and of interest to the intern  | 0                | 1                     | 2                | 3                       |
| Provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills | 0                | 1                     | 2                | 3                       |
| Provides the agency a tangible/useful finished resource or service  | 0                | 1                     | 2                | 3                       |
| Was completed in incremental stages throughout the internship   | 0                | 1                     | 2                | 3                       |
| Is contained in the students’ internship portfolio presented by relevant supporting documentation                 | 0                | 1                     | 2                | 3                       |
| <b>Total</b>  | <b>0</b>         | <b>1-5</b>            | <b>6-10</b>      | <b>11-15</b>            |

## Portfolio Rubric RMGT 490

The internship student will complete a portfolio which, at a minimum, encompasses the following areas that the intern has completed throughout their internship experience (additional information can be found in Appendix 10):

- Section A: Cover Sheet
- Section B: Agency Overview
- Section C: Overview of Internship Experience
- Section D: Special Project
- Section E: Report Section
- Section F: Final Presentation

In addition, the final portfolio should be submitted on time (due date to be determined each semester faculty supervisor) and should exemplify appropriate grammar and writing techniques. The final portfolio is a capstone project, which should reflect evidence of preparation, effort and depth of reflection. Final portfolio presentation to the Internship Coordinator should be clean, professional and orderly when submitted via Blackboard.

| The Final Portfolio   | NO Credit | Unsatisfactory | Competent    | Highly Competent |
|---|-----------|----------------|--------------|------------------|
| Encompasses Section A: Coversheet, of the above-mentioned areas.                        | 0         | 1              | 2            | 3                |
| Encompasses Section B: Agency Overview, of the above-mentioned areas.                   | 0         | 1              | 2            | 3                |
| Encompasses Section C: Overview of Internship Experience, of the above-mentioned areas. | 0         | 1              | 2            | 3                |
| Encompasses Section D: Special Project, of the above-mentioned areas.                   | 0         | 1              | 2            | 3                |
| Encompasses Section E: Report Section, of the above-mentioned areas.                    | 0         | 1              | 2            | 3                |
| Encompasses Section F: Final Presentation, of the above- mentioned areas.               | 0         | 1              | 2            | 3                |
| Exemplifies appropriate grammar and writing techniques                                  | 0         | 1              | 2            | 3                |
| Is submitted on time.   | 0         | 1              | 2            | 3                |
| Reflects evidence of preparation, effort and depth of reflection.                       | 0         | 1              | 2            | 3                |
| Is clean and professional looking.  | 0         | 1              | 2            | 3                |
| <b>Total</b>  | <b>0</b>  | <b>1-10</b>    | <b>11-20</b> | <b>21-30</b>     |