

Internship Rubric

	Advanced	Satisfactory	Marginal	Unsatisfactory
Professionalism	Displayed professional attitude, dress, and time management at all times; consistently represented business in a positive manner	Displayed professional attitude, dress, and time management most of the time; represented business in a positive manner	Seldom displayed professional attitude, dress, and time management; occasionally represented business in a negative manner	Did not display professionalism in attitude, dress, and time management; regularly represented business in a negative manner
Skill Set	Skill set particular to business was learned quickly and applied consistently; student takes initiative to learn outside of scheduled intern hours	Skill set particular to business was learned and applied; when asked, student will learn outside of scheduled intern hours	Skill set particular to business was learned but applied inconsistently; minimal learning outside of scheduled intern hours	Skill set particular to business was not learned; nothing was learned outside of scheduled intern hours
Communication	Student maintained proper and timely communication at all times	Student maintained proper communication most of the time	Student seldom communicated with business	Student communication was minimal or non-existent
Productivity	Student fulfilled hour requirements and invested above required 120 hours; student uses time well as evidenced by productivity details on calendar	Student met goal of 120 hours but only 80% of hours were productive as evidenced by calendar	Student worked at least 100 hours OR only 70% of hours were productive as evidenced by calendar	Student worked at least 80 hours OR only 60% of hours were productive as evidenced by calendar
Relationships	Student worked well with all personnel in the business; attempted to resolve conflicts that arose	Student worked well with most personnel in the business; attempted to resolve most conflicts	Student consistently had problems with other business members; rarely attempted to resolve conflicts	Student did not interact well with other business members; left conflicts unresolved
Problem Solving	Evidence of anticipatory thinking to prevent problems; problems are solved as they are encountered	Solved some problems but left some unresolved; is able to fulfil responsibilities as required	Some problems left unresolved; responsibilities affected as a result	Left problems unsolved, which affected overall quality of final internship
Distinguishing Characteristics	<ol style="list-style-type: none"> 1. Student showed a balance of initiative and responsiveness. 2. Student demonstrated ability to long-range plan. 3. Student used innovative methods to solve problems. 4. Student used a variety of communication methods while responding promptly and professionally. 5. Student demonstrated good interpersonal skills with all members of business. 			