

### Rubric for Grading Report

<b>Grade ► Content ▼</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Company Background</b>	<b>Thorough but succinct company overview including some history, products/services, customers and suppliers</b>	<b>Thorough but succinct overview with some history, products/services, but limited additional research on customers and suppliers</b>	<b>Brief but incomplete overview of company</b>	<b>Little overview of company</b>	<b>None</b>
<b>Internship description</b>	<b>Complete description with prioritization of tasks and/or deliverables</b>	<b>Complete description with no prioritization of tasks and/or deliverables</b>	<b>Some explanation but limited</b>	<b>Little explanation</b>	<b>None</b>
<b>Accomplishments including documentation</b>	<b>Complete explanation</b>	<b>Complete explanation</b>	<b>Some explanation</b>	<b>Little explanation</b>	<b>None</b>
<b>Documentation for internship with significant deliverable - easily documented</b>	<b>Detailed documentation. Creative methods such as screen shots and photos.</b>	<b>Some documentation with limited creativity.</b>	<b>Some documentation</b>	<b>Little documentation</b>	<b>None</b>

<b>Documentation for internship without significant deliverable - difficult to documented (Consider a daily log.)</b>	<b>Documented as much as possible. Creative.</b>	<b>Some documentation with limited creativity.</b>	<b>Some evidence of effort to document but more could have been done</b>	<b>Very little documentation</b>	<b>None</b>
<b>Reflection – Positive and negative aspects</b>	<b>Insightful and honest reflection of each giving attention to detail</b>	<b>Honest reflection but less insight and attention to detail</b>	<b>Some reflection</b>	<b>Little reflection</b>	<b>None</b>
<b>Contribution to professional development</b>	<b>Insightful, thought provoking including an explanation of “how” and “why” there was or could have been a positive contribution to professional development</b>	<b>Insightful, thought provoking but not including an explanation of “how” and “why” there was or could have been a positive contribution to professional development</b>	<b>Some explanation</b>	<b>Little explanation</b>	<b>None</b>
<b>Recommendations for IT internship program</b>	<b>Recommendations will not be assessed – but please be sure criticism is constructive and offer solutions</b>				

### Rubric for Grading Log

<b>Grade ► Content ▼</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Log for internship with significant deliverable easily documented in report – like application or website development or building a network and configuring services</b>	<b>Weekly overview of activities, accomplishment, lessons learned, and progression towards deliverables</b>	<b>Weekly overview of activities and accomplishments</b>	<b>Weekly overview of activities</b>	<b>Weekly time sheet with few details</b>	<b>None</b>
<b>Log for internship with few deliverables, more difficult to document like help desk, network troubleshooting, cleaning and imaging machines, etc.</b>	<b>Daily overview of activities, accomplishments and lessons learned</b>	<b>Weekly overview of activities, accomplishments and lessons learned</b>	<b>Weekly overview of activities</b>	<b>Weekly time sheet with few details</b>	<b>None</b>

### Additional Rubric for Grading Report and Log

<b>Grade ► Content ▼</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Presentation</b>	<b>In binder or electronic format with title page and complete contact information of student (Name, Eagle ID, and e-mail address) and typed with consideration given to font, readability and layout</b>	<b>In binder or electronic format with some consideration given to readability and layout</b>	<b>Stapled with some consideration given to readability and layout</b>	<b>Paper clipped with little or no consideration given to readability and layout</b>	<b>Loose paper</b>
<b>Organization</b>	<b>Table of contents, tabbed and titled sections</b>	<b>Table of content</b>	<b>Titled sections</b>	<b>Untitled sections</b>	<b>Texted</b>
<b>Spelling and Grammar</b>	<b>No spelling or grammatical errors</b>	<b>No spelling errors – some grammatical suggestions</b>	<b>Some spelling and grammar errors possibly caught by a spell checker</b>	<b>Extensive spelling and grammatical errors</b>	<b>Riddled with spelling and grammatical errors making content difficult to read</b>