

TOOLS

Internship Grading Rubric

This tool documents the relative weight of each evaluation component.

	<i>Student</i>	<i>Date Established</i>	<i>Date Evaluated</i>
Percentage of Grade	In this work-based learning placement, the student's grade will be based on the following factors:		
	Learning Objectives (Evaluated by worksite supervisor)	These objectives are related to the tasks assigned at the placement, appropriate connections between opportunities at the worksite and academic learning and the student's career development and personal improvement.	
	Workplace (SCANS) Skills (Evaluated by worksite supervisor)	These basic skills and competencies have been validated by employers and educators as vital to success in school and work and will be evaluated at the worksite.	
	Work-Based Learning Portfolio (Evaluated by teacher, vocational counselor or work-based learning coordinator)	These assignments are critical to the connection between learning at the worksite and learning at school.	
	Paperwork	These other elements are factored into student's class grade by the teacher.	
	Rules and Procedures		
100%			

Scoring Rubric: Student will be scored according to these standards.

	Needs Improvement	Competent	Proficient	Advanced
Learning Objectives (Evaluated by worksite supervisor)	Student showing no progress toward meeting objectives.	All original objectives met or student making notable progress toward meeting them. Student able to do tasks with supervision.	All original objectives met. Student able to do tasks with minimal supervision.	All original objectives met and additional objectives established. Student able to teach tasks to others.
Workplace (SCANS) Skills (Evaluated by worksite supervisor)	Training level in all areas. No growth evidenced.	Improving toward entry level or better scores in all areas. Growth in one or two areas.	Entry level in all areas. Growth in most areas.	Growth in all areas. Exceeds entry level in all areas.
Portfolio (Evaluated by teacher)	Has not completed assignments.	Completes all assignments.	Responds to assignments with keen observations and reflection.	Shows deep understanding of personal growth and the connections between the workplace, the self and the greater world. Reflects beyond what is expected.

The following are also critical to student success.

Paperwork	Deadlines not met. Paperwork inaccurate or incomplete. Does not assess work; errors left unattended.	Deadlines met. Few missing areas of information. Assesses work, but fails to recognize errors.	Deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed in correcting errors.	Deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed in correcting errors.
Rules and Procedures	Unwillingness to follow school and/or worksite regulations. Unwilling to follow policies and rules.	Recognizes policies, but finds some difficult to follow.	Follows guidelines as stated in guides. Recognizes rules, guidelines and policies and follows them.	Sets an example for adhering to policies and rules and understands their importance.