

Report / Portfolio Grading Criteria

Student Name _____

Date _____

Criteria	Possible Points				
	Does Not Meet Criteria	Approaching Criteria			Meets Criteria
Writing Style and Quality; Appearance					
Clear, concise, well organized and attractive	0	0.5	1	1.5	2
Grammar, spelling	0	0.75	1.5	2.25	3
Content and Organization					
Introduction					
Summary of position, placement site, search process	0		0.5		1
Start and finish dates; hours,	0		0.5		1
Primary Activity Breakdown	0		0.5		1
Listing of goals, objectives, outcomes and measurements	0		0.5		1
Internship Experiences Description	0	0.5	1	1.5	2
Success of Goals and Objectives					
Each Goal and Objective is described in detail	0	0.75	1.5	2.25	3
Outcomes and Measurements are described in detail	0	0.75	1.5	2.25	3
Outcomes and Measurements are documented in the Appendix	0	0.5	1	1.5	2
Goal and Outcome Success outlined	0		0.5		1
Reflection					
Acquired Skills and Knowledge reviewed	0		0.5		1
Position Challenges reviewed	0		0.5		1
Observations, Experiences and Opportunities reviewed	0		0.5		1
Critique					
Value of academic preparation	0		0.5		1
Strengths and weaknesses of the internship; Process	0		0.5		1
Recommendations to Department and Students	0		0.5		1
Conclusion	0	0.5	1	1.5	2
Portfolio					
Supporting materials	0		0.5		1
Portfolio well organized and attractive	0		0.5		1
Extra Effort					
Deductions					
Journals partial or missing			-0.5		-1
Cover Pages and Tables of Contents partial or missing			-0.5		-1
Report Total (30 possible points)					

COMMENTS: