

SMGT 447A – Internship
 Internship Reflection Paper – Grading Rubric

Evaluation of Learning Objectives	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
General Evaluation	Fails to identify all stated learning objectives and/or address attainment of goals (0-3 pts.)	Identifies all stated learning objectives and adequately addresses attainment of goals (4 pts.)	Identifies all stated learning objectives and thoroughly addresses attainment of goals (5 pts.)	Total Points Possible: 25 Section Criteria: Unacceptable: 0-18 Acceptable: 19-22 Target: 23-25
Degree of Attainment	Fails to demonstrate a majority of the stated learning objectives were achieved (0-6 pts.)	Demonstrates a clear majority of the stated learning objectives were achieved (7-8 pts.)	Demonstrates all of the stated learning objectives were achieved (9-10 pts.)	
Support Information	Fails to cite specific outcomes or provide work samples in support (0-6 pts.)	Adequately cites specific outcomes or provide work samples in support (7-8 pts.)	Thoroughly cites specific outcomes or provide work samples in support (9-10 pts.)	
Connection Between Internship Experience and Course Subject Matter	Unacceptable	Acceptable	Target	
Selection of Course Subject Matter	Fails to identify 10 topics/concepts that relate internship experience (0-3 pts.)	Identifies 10 topics/concepts that relate internship experience (4 pts.)	Identifies more than 10 topics/concepts that relate internship experience (5 pts.)	Total Points Possible: 25 Section Criteria: Unacceptable: 0-18 Acceptable: 19-22 Target: 23-25
Understanding of Course Subject Matter	Fails to demonstrate acceptable understanding of selected course subject matter (0-6 pts.)	Demonstrates acceptable understanding of selected course subject matter (7-8 pts.)	Demonstrates thorough understand of selected course subject matter (9-10 pts.)	
Relationship to internship experience	Fails to link selected course subject matter with work experiences as an intern (0-6 pts.)	Adequately links selected course subject matter with work experiences as an intern (7-8 pts.)	Thoroughly links selected course subject matter with work experiences as an intern (9-10 pts.)	

Ethical Decision Making	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
Issue Identification	Fails to identify issue of an ethical nature (0-1 pts.)	Identifies issue with some ethical dimensions (2 pts.)	Identifies decision that is primarily of an ethical nature (3 pts.)	Total Points Possible: 10
Decision Process	Fails to describe the decision and related rationale (0-1 pts.)	Describes the decision; rationale limited (2 pts.)	Fully describes the decision and rationale (3 pts.)	Section Criteria: Unacceptable: 0-6 Acceptable: 7-8 Target: 9-10
Reflection on Decision	Fails to evaluate the ethics decision (0-2 pts.)	Evaluates the ethics decision with some rationale to support assessment (3 pts.)	Evaluates the ethics decision with strong rationale to support assessment (4 pts.)	
Critical Thinking Skills	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
Problem Statement	Fails to identify problem (0-1 pts.)	Adequately describes problem (2 pts.)	Thoroughly describes problem (3 pts.)	Total Points Possible: 10
Solution and Rationale	Fails to describe the chosen solution and related rationale (0-1 pts.)	Describes the chosen solution; rationale limited (2 pts.)	Fully describes the chosen solution and rationale (3 pts.)	Section Criteria: Unacceptable: 0-6 Acceptable: 7-8 Target: 9-10
Reflection on Solution	Fails to reflect on quality of decision (0-2 pts.)	Reflects on quality of decision with some rationale to support assessment (3 pts.)	Reflects on quality of decision with strong rationale to support assessment (4 pts.)	
Diversity	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
Recognition of Diversity	Fails to recognize diversity as encountered in internship (0-1 pts.)	Some recognition of diversity as encountered in internship (2 pts.)	Substantial recognition of diversity as encountered in internship (3 pts.)	Total Points Possible: 10
Description of Diversity Management	Fails to describe how organization managed diversity (0-2 pts.)	Some description of how organization managed diversity (3 pts.)	Thorough description of how organization managed diversity (4 pts.)	Section Criteria: Unacceptable: 0-6 Acceptable: 7-8 Target: 9-10
Evaluation of Organization's Actions	Fails to evaluate how organization managed diversity (0-1 pts.)	Some evaluation of how organization managed diversity (2 pts.)	Thorough evaluation of how organization managed diversity (3 pts.)	

Communication Skills	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
Self Evaluation of Skill	Fails to list relevant communication skills and provide evaluation (0-1 pts.)	Lists relevant communication skills; some evaluation (2 pts.)	Lists relevant communication skills with thorough evaluation (3 pts.)	Total Points Possible: 10
Improvement Tools	Fails to describe how communication skills may be improved (0-1 pts.)	Some description of how communication skills may be improved (3 pts.)	Thorough description of how communication skills may be improved (3 pts.)	Section Criteria: Unacceptable: 0-6 Acceptable: 7-8 Target: 9-10
Evidence of Skill Based on Quality of Paper	Paper is unorganized and/or poorly written (0-2 pts.)	Paper is well organized; good quality of writing (3 pts.)	Paper is well organized; excellent quality of writing (4 pts.)	
Technology Skills	Unacceptable	Acceptable	Target	Points Possible / Section Criteria
Self Evaluation of Skill	Fails to list relevant technological skills and provide evaluation (0-3 pts.)	Lists relevant technological skills; some evaluation (4 pts.)	Lists relevant technological skills with thorough evaluation (5 pts.)	Total Points Possible: 10
Improvement Tools	Fails to describe how technological skills may be improved (0-3 pts.)	Some description of how technological skills may be improved (4 pts.)	Thorough description of how technological skills may be improved (5 pts.)	Section Criteria: Unacceptable: 0-6 Acceptable: 7-8 Target: 9-10