

RE Internship Report Rubric

	A	B	C	D	F
Weekly Journal	15 points	12 points	9 points	6 points	0 points
	Summarizes and highlights each week of internship. Complete sentences. Proper Grammar. Thoughtful responses.	1 element missing	2 elements missing	3 elements missing	No journal entries
Internship Report	40 points	35 points	30 points	25 points	20 points
	Uses examples from work experience. Detailed and thoughtful.	Does not use examples	Answers the questions.	Answers the questions but not detailed or thoughtful. Does not use examples	Does not answer the questions
Self-Evaluation	All or Nothing (10 points)				
Employment/Offer Letter	All or Nothing (10 points) You already have this done!				
Supervisor Evaluation	15 points	12 points	9 points	6 points	0 points
	Included and Averaged “ <i>Excellent</i> ” score	Included and Averaged “ <i>Good</i> ” score	Included and Averaged “ <i>Average</i> ” score	Included and Averaged “ <i>Below Average</i> ” score	Not included
Format	5 points	3 points	2 points	1 point	0 points
	Typed Double Spaced 12 – point font	1 element missing	2 elements missing	3 elements missing	4 elements missing
Writing	5 points	3 points	2 points	1 point	0 points
	Complete sentences Proper grammar Correct spelling	Several errors	Numerous errors	Many errors	Hard to read