



Name:

Date:

Internship Placement:

Senior Internship Rubric

	Highly Proficient	Proficient	Partially Proficient	Minimally Proficient
Employability Course Work	Is <i>responsible</i> and completes the entire “Basics of Employability” online course and attaches their certificate of completion to their rubric. Shows <i>leadership</i> , by creating a professional resume and completes a mock interview and submits evidence of interview from internship placement manager.	Is <i>responsible</i> and completes the entire “Basics of Employability” online course and attaches their certificate of completion to their rubric.	Is <i>responsible</i> and completes the entire “Basics of Employability” online course, however the certificate of completion is not attached to the rubric.	Is not <i>responsible</i> and does not complete the “Basics of Employability” online course.
Internship	Is <i>responsible, self directed</i> and completes more than 40 hrs at their internship. Always <i>Communicates</i> well with those with whom they work and maintains professional relationships. Always looks to <i>critically think</i> and <i>problem solve</i> issues that come up to help the business be successful. Takes on <i>leadership</i> roles for the betterment of the business.	Is <i>responsible, self directed</i> and is able to complete a minimum of 40 hrs at their internship. <i>Communicates</i> well with those with whom they work and maintains professional relationships. Is able to <i>critically think</i> and <i>problem solve</i> as problems arise.	Is somewhat <i>responsible, self directed</i> and completes no more than 39 hrs at their internship. <i>Communicates</i> somewhat well with those with whom they work and mostly maintains professional relationships. Sometimes they are able to <i>critically think</i> and <i>problem solve</i> .	Is not <i>responsible</i> or <i>self directed</i> and completes no more than 30 hrs at their internship. Is rarely able to <i>communicate</i> well with those with whom they work and is unable to maintain professional relationships. They rarely are able to <i>critically think</i> and <i>problem solve</i> .
Presentation Start Time: End Time:	Develops a digital presentation (Google Slides, Canva, etc.) that includes: 1. More than two slides per Portrait of a Graduate Skill connecting to internship and answers to the questions or prompts given. 2. Answer all questions 3. Information learned from interview	Develops a digital presentation (Google Slides, Canva, etc.) that includes: 1. At least two slides per Portrait of a Graduate Skill connecting to internship and answers to the questions or prompts given. 2. Answer all questions 3. Information learned from interview	Develops a digital presentation that only includes: 1. One slide per Portrait of a Graduate Skill connecting to internship and answers to the questions or prompts given. 2. Answers some questions 3. Does not conduct and/or include the interview	Develops a digital presentation that only includes: 1. One slide per Portrait of a Graduate Skill or is missing some skills Not all info connects to the internship and 2. Answers few questions 3. Does not conduct and/or include the interview