

## 2009-2010 Internship Grading Rubric

	5 pts On due date	4 pts On due date/not well done	3 pts Late w/in 1 week & proficient	2 pts Late w/in 1 wk & not well done	1 pt Late more than 1 week	0 Didn't hand in
Student Agreement <b>DUE 8/28</b>						
Profile/Placement Info <b>DUE 8/28</b>						
Objectives <b>DUE 8/28</b>						
Resume <b>DUE 8/28</b>						
Cover Letter <b>DUE 8/28</b>						
Work site Agreement <b>DUE 8/28</b>						
Workers Comp Form <b>DUE 8/28</b>						
Journal Sheet <b>DUE 9/1</b>						
Journal Sheet <b>DUE 9/8</b>						
Journal Sheet <b>DUE 9/15</b>						
Journal Sheet <b>DUE 9/22</b>						
Journal Sheet <b>DUE 9/29</b>						
Journal Sheet <b>DUE 10/6</b>						
Mid Term Questionnaire <b>DUE 10/13</b>						
Mid-Term Worksite Evaluation <b>DUE 10/13</b> <b><u>TOTAL OUT OF 36 POINTS:</u></b>						
Journal Sheet <b>DUE 10/20</b>						
Journal Sheet <b>DUE 10/27</b>						
Journal Sheet <b>DUE 11/3</b>						
Journal Sheet <b>DUE 11/10</b>						
Journal Sheet <b>DUE 11/17</b>						
Journal Sheet <b>DUE 11/24</b>						
Journal Sheet <b>DUE 12/1</b>						
Journal Sheet <b>DUE 12/8</b>						
Journal Sheet <b>DUE 12/15</b>						
Hour verification <b>DUE 12/15</b>						
Final Questionnaire <b>DUE 12/16</b>						
Final Worksite Evaluation <b>DUE 12/16</b> <b><u>TOTAL OUT OF 72 POINTS:</u></b>						
WorkKeys Assessments	Math	Reading	Locating	Credit		