

ANS 399A: Animal Science Internship Experience Program
Internship Scoring Rubric

Student Name: _____

Coordinator Evaluation (30 points total)

- _____ Memorandum of Agreement Form and Release and Waiver of Liability Form turned in prior to internship start date (5 points)
- _____ Assignments were turned in on the correct due date (20 points, 5 pts each)
- Bi-Weekly Journal: TBD
 - Oral Presentation: TBD
 - Peer Evaluations: TBD
 - Scientific Paper: TBD
- _____ Student demonstrated a sincere interest in professional growth (5 points)

Cooperator Final Evaluation (60 points total)

- _____ Work presentation (appearance, reliability, and enthusiasm) 15 points
- _____ Work habits (interactions, initiative, and judgment) 15 points
- _____ Work skills (leadership, oral/written and technical proficiency) 15 points
- _____ Ability to improve (accepts criticism or other indications) 10 points
- _____ Overall (work output and overall evaluation) 5 points

Bi-Weekly Journal and Bi-Weekly Reflection Entries (100 points total)

- _____ Compliance with the suggested format
- 12-point font and Times New Roman Font
 - Include a creative title page w/a border as well as throughout journal
 - Describes each category in-depth
- _____ Bi-weekly journal entries appear complete and accurate
- _____ Spelling is correct
- _____ Grammar, punctuation, formatting, and pictures are consistent throughout
- _____ Bi-weekly reflections are at a minimum ½ page each if single spaced; minimum 1 page each if double spaced
- _____ Bi-weekly reflections shows in-depth thought and reflection

Presentation (75 points total – content: 30 points)

- _____ Creative title (1 points)
- _____ Your name (1 points)
- _____ The name of the company/organization you interned at (3 pts total, 1 pt)
- Brief description about what the company/organization does (2 points)
- _____ The title of the position you filled for your internship (1 points)
- _____ Description of your internship position (2 points)
- _____ Location of your internship (1 points)
- _____ Dates/duration of your internship (1 points)
- _____ The name of your cooperator/supervisor (2 points total, 1 point)
- Their role within the company/organization (1 point)
- _____ Main tasks/duties performed (2.5 points)
- _____ Skills developed (2.5 points)
- _____ New experiences (2.5 points)
- _____ Professional development opportunities (2.5 points)
- _____ Describe how you learned of this internship and how you secured your

- _____ internship position (2.5 points)
- _____ Describe/share one piece of advice you have for students in regards to the importance of obtaining an internship (2.5 points)
- _____ *Contact information for individuals interested in an internship/website, etc. (Please check with your supervisor to see if they want their name/contact information listed, etc.) (2 points)
- _____ Pictures need to be included – see more detail on assignment directions

Peer Evaluation of Presentations (12 points total)

- _____ Students will need to peer evaluate 3 presentations (more details to come)
- _____ Each peer evaluation is worth 4 points for completing

Presentation Slides uploaded to Canvas (3 points total)

- _____ Students will need to upload their presentations slides to Canvas in a .PDF format. 1 slide per page is requested.

Oral Presentation Delivery Criteria (30 points total)

- _____ Layout of visuals/text: poster was easy to read/flows well, etc. (5 points)
- _____ Delivery of presentation: speed of voice, rate, fluctuations, etc. (5 points)
- _____ Student appearance for presentation needs to be business casual (2.5 points)
- _____ Grammar/Punctuation: (5 points) and Spelling: (5 points)
- _____ Pictures: used appropriately and helped enhance presentation (5 points)
- _____ Time: 12:00 minutes in length, ± 10 seconds (2.5 points)

Creative/Scientific Component (111 points total)

- _____ Relationship to internship (10 points total)
- _____ Topic delivered in significant depth (15 points total)
- _____ Scientific references (21 points total)
 - At least 3 references are peer-reviewed and within the last 5 years (6 points)
 - References are cited correctly
 - Within the literature (5 points)
 - Within the references/literature cited (5 points)
 - References are listed alphabetically (5 points)
- _____ Soundness of interpretations of data and tables/figures (25 points total)
 - Need to have tables and figures
 - Tables/figures are relevant and appropriate (10 points)
 - Tables/figures are described and interpreted in paper (10 points)
 - Tables/figures are correctly labeled after discussion (5 points)
- _____ Quality of writing (40 points total)
 - Paper is Times New Roman (5 points)
 - Paper is 12-point font (5 points)
 - Punctuation (10 points)
 - Correct/complete sentences (10 points)
 - Spelling is correct (10 points)

Total Score (_____/376 points possible)

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
%	100-93.0	92.9-90.0	89.9-87.0	86.9-83.0	82.9-80.0	79.9-77.0	76.9-73.0	72.9-70.0	69.9-67.0	66.9-63.0	62.9-60.0	59.9-0.00