

Assessing MPA Internship Reports and Diary Logs

Rubric for Grading Report

Grade ► Content ▼	A	B	C	D	F
Organization Background	Thorough but succinct organization overview including some history, products/services, employees and suppliers	Thorough but succinct overview with some history, products/services, but limited additional research on employees and suppliers	Brief but incomplete overview of organization	Little overview of organization	None
Internship description	Complete description with prioritization of tasks and/or deliverables	Complete description with no prioritization of tasks and/or deliverables	Some explanation but limited	Little explanation	None
Analytical Framework	Appropriate application of analytic framework yielding useful, theoretical and practical insights	Appropriate application of analytic framework yielding some useful insights	Some analytical insights	Limited analytical insights	None
Accomplishments including documentation	Complete explanation	Complete explanation	Some explanation	Little explanation	None
Documentation for internship with significant deliverable easily documented	Detailed documentation. Creative methods such as screen shots and photos.	Some documentation with limited creativity.	Some documentation	Little documentation	None

Documentation for internship without significant deliverable difficult to document (Consider a daily log.)	Documented as much as possible. Creative.	Some documentation with limited creativity.	Some evidence of effort to document but more could have been done	Very little documentation	None
Reflection – Positive and negative aspects	Insightful and honest reflection of each giving attention to detail	Honest reflection but less insight and attention to detail	Some reflection	Little reflection	None
Contribution to professional development	Insightful, thought provoking including an explanation of “how” and “why” there was or could have been a positive contribution to professional development	Insightful, thought provoking but not including an explanation of “how” and “why” there was or could have been a positive contribution to professional development	Some explanation	Little explanation	None
Assessment of course work and links to internship experience	Documents strengths and weaknesses of curriculum in light of internship experience	Documents some links between course work and internship	Limited analysis of academic preparation and internship	Very little analysis of academic preparation and internship	None
Recommendations for internship program	Recommendations will not be assessed – but please be sure criticism is constructive and offer solutions				

rubric for Grading Log

Grade ►	A	B	C	D	F
Content ▼					
Log for internship with significant deliverable easily documented in report - like application or website development or building a network and configuring services	Weekly overview of activities, accomplishment, lessons learned, and progression towards deliverables	Weekly overview of activities and accomplishments	Weekly overview of activities	Weekly time sheet with few details	None
Log for internship with few deliverables, more difficult to document like help desk, network troubleshooting, cleaning and imaging machines, etc.	Daily overview of activities, accomplishments and lessons learned	Weekly overview of activities, accomplishments and lessons learned	Weekly overview of activities	Weekly time sheet with few details	None

Additional Rubric for Grading Report and Log

Grade ► Content ▼	A	B	C	D	F
Presentation	In binder or electronic format with title page and complete contact information of student (Name, Eagle ID, and e-mail address) and typed with consideration given to font, readability and layout	In binder or electronic format with some consideration given to readability and layout	Stapled with some consideration given to readability and layout	Paper clipped with little or no consideration given to readability and layout	Loose paper
Organization	Table of contents, tabbed and titled sections	Table of content	Titled sections	Untitled sections	Texted
Spelling and Grammar	No spelling or grammatical errors	No spelling errors – some grammatical suggestions	Some spelling and grammar errors possibly caught by a spell checker	Extensive spelling and grammatical errors	Riddled with spelling and grammatical errors making content difficult to read