

Assessing MPA Internship Reports and Diary Logs

Rubric for Grading Report

CONTENT	GRADE				
	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

CONTENT
Contribution to Professional Development
Assessment of Course Work and Links to Intern Experience
Recommendations for Internship Program
Log for Internship with Significant Deliverable. Easily Documented in Report Like Application, or Website Development, or Building a Network And Configuring Services
Log for Internship with Few Deliverables More Difficult to Document Like Help Desk, Network Troubleshooting, Learning and Imaging Machines, etc.

GRADE				
A	B	C	D	F
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
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 will not be assessed – but please be sure criticism is constructive and offer solutions.				
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
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