

Student Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

### On-Campus Internship (3220/21) Grading Sheet

<b>On-Campus Internship</b>					
Criterion	9 to 10	8 to 8.9	7 to 7.9	6 to 6.9	Below 6
<b>Learning Objectives and Completion</b>  <b>pts___/10</b> Weight Factor:	Student completed project and accomplished all of the learning objectives stated on the Faculty Sponsor Form.	Student completed the project and accomplished most of the learning objectives that were stated on the Faculty Sponsor Form.	Student did not complete all tasks in the project and accomplished a few of the learning objectives that were stated on the Faculty Sponsor Form.	Student did not complete the project and accomplished none of the learning objectives that were stated on the Faculty Sponsor Form.	Student did not make progress on the project, and failed to set up learning objectives.
<b>Time Spent</b>  <b>pts___/10</b> Weight Factor:	Student spent an average of at least 6 hours/week on the project.	Student spent an average of less than 6 hours/week, but more than 4 hours/week on the project.	Student spent an average of only 3-4 hours/week on the project.	Student spent an average of fewer than 3 hours/week on the project.	Student spent no time on the project and basically did not show up.
<b>Motivation</b>  <b>pts___/10</b> Weight Factor:	The student maintained a great deal of motivation and initiative on the project throughout the semester.	The student was motivated to finish the project, but lacked some initiative to get started.	The student lacked motivation to complete the project on time and displayed no initiative.	The student made little progress on the project throughout the semester due to lack of motivation and initiative.	Student had no motivation to work on project and made no progress.
<b>Understanding of Project</b>  <b>pts___/10</b> Weight Factor:	The student fully understood what he/she was doing, followed directions, and showed a high level of independence.	The student showed only a moderate level of independence and did not fully understand what he/she was doing.	The student required much help from the faculty sponsor, did not follow directions, or did not understand much of the project.	The student was lost during the project and could not work without a great deal of assistance.	It is not clear that the student understood the project because he/she did not work on it at all.
<b>Dependability</b>  <b>pts___/10</b> Weight Factor:	Student was very dependable. He/she always showed up and completed tasks on time and acted professionally.	The student was moderately dependable. He/she was occasionally late and had to be reminded about tasks or he/she did not act professional.	The student was occasionally dependable. He/she was frequently late, usually had to be reminded about deadlines, or did not act professionally.	The student lacked dependability. He/she was frequently late, had to be reminded about deadline, and did not act professionally.	The student did not show up to work on the project.

Each faculty sponsor may assign different weight factors for each criterion.

Total Points will be determined by multiplying the weight factor by each score, and then summing scores from all five areas.

Overall Grade will be determined by dividing total points earned by total points possible (multiplication of the weight factor by 10 for each criterion and then summation)

**Total Points Given** \_\_\_\_\_

**Overall Grade** \_\_\_\_\_

**\*Write comments below. Comments should be directed to help students improve in future internship projects.**