

Internship Evaluation Rubric

To be completed by the Internship Supervisor at the end of the internship.

Student Name: _____

Internship Supervisor Signature: _____

Date: _____

Assess the student's **performance** of the assigned duties and tasks outlined in the internship agreement by checking the best description provided below.

Internship Supervisor Selection ✓	Assessment	Performance
	5	Demonstrated superior performance in all functions of the internship; exhibited professional behavior; showed initiative; displayed the characteristics of a proficient student of business/information technology; inquired about processes and showed enthusiasm.
	4	Demonstrated excellent performance in all functions of the job; showed resourcefulness; displayed the characteristics of a trained student of business/information technology; acted professionally and appeared genuinely interested.
	3	Demonstrated average knowledge of the job, followed directions; and acted responsibly.
	2	Demonstrated minimal knowledge of the job, followed directions and acted responsibly only occasionally.
	1	Unable to perform the assigned duties.

Assess the **ethical behavior and understanding of diversity** demonstrated by the student during the internship activity by checking the best description of the student's performance.

Internship Supervisor Selection ✓	Assessment	Performance
	5	Demonstrated superior ethical behavior and understanding of diversity in all functions of the internship; exhibited ethical behavior at all levels; showed social awareness; displayed an understanding and respect for cultural diverse groups; recognized the importance of language in understanding cultural differences.
	4	Demonstrated excellent ethical behavior and understanding of diversity in all functions of the internship; practiced ethical behavior; generally showed social awareness; usually displayed an understanding and respect for cultural diverse groups; regularly recognized the importance of language in understanding cultural differences.
	3	Demonstrated average knowledge of ethical behavior and understanding of diversity during the performance of the internship.
	2	Does not demonstrate average knowledge of ethical behavior and understanding of diversity during the performance of the internship.
	1	Demonstrates unacceptable ethical behavior and understanding of diversity during the performance of the internship.