Internship Paper Rubric **Name _____** **Grade _____/270**

The intern is required to submit to the MSAL Internship Coordinator a 1600-2500 word paper summarizing what was accomplished and addressing how at least six of the learning outcomes were met. In addition, the intern should make suggestions on how the organization could improve the internship for the next intern.

Content Knowledge Grade: __/30 *Discovery& Inquiry Grade___/30 or 60* *Critical Thinking Grade __/30 or 60* *Communication Grade __/30 or 60*
Numeracy Grade__/30 *Technology Grade ___/30* *Social Responsibility Grade __/30* *Lifelong Learning Grade __/30*

The internship paper is worth 40 points. The paper should include the following sections:	Exemplary (E)	Proficient (P)	Marginal (M)	Unacceptable (U)
Introduction: Summary of what was accomplished (200-400 words) (*Discovery& Inquiry* _/30 points) a. Purpose of internship b. Description of accomplishments	Both aspects of summary are exceptionally well-developed. Aspects flow smoothly from one to another and are clearly linked. (30-27)	Both aspects of summary are competently developed. Aspects are adequately linked to each other. (26-24)	One or the other aspect of the summary is missing or very poorly developed. The ideas fail to make sense together. 23-21)	Neither aspect of summary is developed at all. (20-0)
Discussion of how Learning Outcomes were met. Address any **six** outcomes (200-300 words per outcome) 1. **Content knowledge:** Examples of how knowledge you **gained in classes** about the concepts in the area (e.g., management concepts, marketing concepts, legal, financial, etc.) helped you do this internship. _____ Examples of how knowledge about the interdisciplinary nature of sport management helped you do this internship (e.g., foundational elements from psychology, sociology, statistics, etc.). _____ (___/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).

2. **Discovery and Inquiry** skills. Examples of how you used your discovery and inquiry skills in this internship. ____ Specifically, how you observed the organization and how it interacted with the world ____, How you questioned the status quo ____, How you investigated prior knowledge ____, How you networked for new ideas____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).
3. **Critical thinking** skills. Examples of how you analyzed problems and contexts by dissecting them into key elements, meanings and relationships ____ How you devised solutions by integrating knowledge and value-based judgment ____ How you develop arguments for action through formal and informal assessment strategies ____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).
4. **Communication Skills**. Examples of how you used knowledge of effective verbal, nonverbal, and/or media communication techniques to foster inquiry, collaboration, and engagement in settings specific to the internship. ____ Examples of how you listened to others with respect, operated well in teams, and conveyed ideas effectively in written and oral communications. ____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).

5. **Numeracy**. Examples of how you applied and interpreted numerical concepts _____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).
6. **Technology**. Examples of how you used technology to improve the effectiveness of your professional performance. ____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).
7. **Social responsibility**. Examples of how you exhibited leadership with integrity. ____ How you promoted inclusivity in order to improve the quality of life for all individuals ____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).

8. **Lifelong learning**. Examples of how you are becoming a reflective professional who actively seeks to further self-knowledge and seeks opportunities to grow professionally. _____ (____/30)	Exceptionally discusses all aspects and displays a thoughtful, in-depth analysis of the topic. Reader gains insights. (30-27)	Proficiently discusses all aspects and displays evidence of adequate analysis of the topic. Reader gains some insights. (26-24)	Marginally discusses topic or does not address a majority of the aspects. Analysis is basic or general. Reader gains few insights. (23-21)	Review does not successfully answer the questions. Analysis is vague or not evident. Reader may become confused. (20-0).
Conclusion: Suggestions on how the organization could improve the internship (200-300 words) (*Critical Thinking* __/30 points)	Multiple suggestions are made based on aspects identified under learning outcomes or on other experiences in the internship. Excellent rationale for suggestions. (30-27)	Several suggestions are made based on aspects identified under learning outcomes or on other experiences in the internship. Competent rationale for recommendations (26-24)	Only one or two small suggestions are made based on experiences in the internship. Rationale for recommendations is not well-supported. (23-21)	No suggestions are made. (20-0)

Communication aspects below apply to entire paper				
Organization (___/30)	Effectively organizes ideas. Develops ideas well and arranges them logically, flowing smoothly from one to another. Reader can follow line of reasoning. (30-27)	Adequately organizes ideas. Moderately develops ideas and arranges them logically. Does not always clearly link ideas to each other. For the most part, reader can follow line of reasoning. (26-24)	Intermittently organizes ideas clearly and only sometimes arranges them logically. Reader is sometimes confused and/or notices redundancies. (23-21)	The writing lacks any semblance of logical organization. The reader cannot identify a line of reasoning and loses interest. (20-0)
Sentence structure (__)	Sentences are well phrased and varied in length and structure. They flow smoothly from one to another. (-0)	Sentences are adequately phrased. The flow from sentence to sentence is generally smooth. (-1 to -4)	Some sentences are awkwardly constructed, and they represent an occasional distraction for the reader. (-5 to -8)	Errors in sentence structure are frequent enough to represent a major distraction to the reader. (-9 to -12)
Grammar, Spelling, Mechanics (i.e., Punctuation, Italics, Capitalization, etc.) (__)	The writing is free or almost free of errors. (-0 to -1)	There are occasional violations in the writing, but they don't represent a major distraction or obscure the meaning. (-2 to -4)	The writing has numerous errors and the reader is distracted by them. Meaning remains discernible. (-5 to -8)	Errors are so numerous that they obscure the meaning of the passage. The reader is confused and stops reading. (-9 to -12)
Word Choice (__)	Word choice is consistently precise. The writer goes beyond the generic word to find one more precise and effective	Word choice is generally good but generic (-1 to -3)	Word choice is merely adequate, and the range of words is limited. Some words are used inappropriately. (-4 to -8)	Many words are used inappropriately, confusing the reader. The writer may also use colloquial language. (-9 to -12)
1-inch margins, double spaced	Yes_____ No _____ (-1 to -3)			
Pages numbered consecutively	Yes_____ No _____ (-1 to -6)			