

2015-2016 Grading Rubric for Executive Internship

THIS IS A QUARTERLY RUBRIC

Requirements	2	4	6	8	10	Weight	Your Score
Sign In or Out <i>In addition, 5 pts will be deducted for each unexcused absence. This includes scheduled meetings</i>	Signed in/out within 20 min of designated time 80% of the time.	Signed in/out within 20 min. of designated times 90% of the time	Signed in/out within 20 min. of designated times 100% of the time	Signed in/out within 10 min. of designated times 90% of the time	Signed in/out within 10 min. of designated times 100% of the time	15pts	
Minimum hours on the job; 25 hours for 1 period, 50 hours for 2 periods (per month)	Worked within 20% of the number of hours required; less than this will earn a zero	Worked within 15% of the number of hours required	Worked within 10% of the number of hours required	Worked within 5 % of the number of hours required for position	Met the number of hours required for position	45pts 30(hrs) 15mtg	
Provided proof of work (ie pay stub); due on EVERY meeting date below. (BOLD DATES ARE ASSIGNMENT DUE DATES.)	Turned in proof within 4 days of due date; after this earns a zero	Turned in proof within 3 days of due date	Turned in proof within 2 days of due date	Turned in proof one day late (unexcused)	Turned in proof on time	35pts	
QTR 1:Resume QTR 2:MidTerm QTR 3:JOB SUMMARY QTR 4:Final	Four days late; after this earns a zero	Complete and three days late; or incomplete and two days late	Complete and two days late	Incomplete and/or one day late	On time; complete; neat, correct spelling, grammar, etc.	25pts	

Following proper sign-in/out requirements: 15pts

Meeting hour requirements: 45pts

Proof of work hours: 35pts

Assignment: 25pts

EOC: 30pts TESTING DATE TBD

LATE ASSIGNMENTS WILL BE GIVEN A MAX GRADE OF 70% (17.5 PTS)

MEETING DATES: 9/9/15, 10/14/15, 11/11/15, 12/9/15, 1/20/16, 2/10/16, 3/16/16, 4/27/16, 5/18/16

STUDENT NAME: _____

SCORE: _____