ANS 399A: Animal Science Internship Experience Program
Internship Scoring Rubric

Coordinator Evaluation (30 points total)
- Memorandum of Agreement Form and Release and Waiver of Liability Form turned in prior to internship start date (5 points)
- Assignments were turned in on the correct due date (20 points, 5 pts each)
  - Bi-Weekly Journal: TBA by 5:00pm CST to Canvas
  - Presentation: TBA by 5:00pm CST to Canvas
  - Peer Evaluations turned in via hard copy: TBA
  - Scientific Paper Component: TBA
- Student cooperated and demonstrated a sincere interest in professional growth (5 points)

Cooperator Final Evaluation (60 points total)
- Work presentation (appearance, reliability, and enthusiasm) 15 points
- Work habits (interactions, initiative, and judgment) 15 points
- Work skills (leadership, oral/written and technical proficiency) 15 points
- Ability to improve (accepts criticism or other indications) 10 points
- Overall (work output and overall evaluation) 5 points

Bi-Weekly Journal and Bi-Weekly Reflection Entries (100 points total)
- Compliance with the suggested format
  - 12-point font and Times New Roman Font
  - Include a creative title page w/a border as well as throughout journal
  - Describes each category in-depth
- Bi-weekly journal entries appear complete and accurate
- Spelling
- Grammar, punctuation, formatting, pictures
- Bi-weekly reflections are at a min. ½ page each if single spaced; min. 1 page each if double spaced
- Bi-weekly reflections shows in-depth thought and reflection

Presentation (75 points total – content: 30 points)
- Creative title (1 points)
- Your name (1 points)
- The name of the company/organization you interned at (3 pts total, 1 pt)
  - A brief description about what the company and/or organization does (2 points)
- The title of the position you filled for your internship (1 points)
- Description of your internship position (2 points)
- Location of your internship (1 points)
- Dates/duration of your internship (1 points)
- The name of your cooperator/supervisor (2 points total, 1 point)
  - Their role within the company/organization (1 point)
- Main tasks/duties performed (2.5 points)
- Skills developed (2.5 points)
- New experiences (2.5 points)
Professional development opportunities (2.5 points)
Describe how you learned of this internship and how you secured your internship position (2.5 points)
Describe/share one piece of advice you have for students in regards to the importance of obtaining an internship (2.5 points)
*Contact information for individuals interested in an internship/website, etc. (Please check with your supervisor to see if they want their name/contact information listed, etc.) (2 points)
Pictures need to be included – see more detail on assignment directions

**Peer Evaluation of Presentations (15 points total)**
Students will need to peer evaluate 3 presentations (more details to come)
Each peer evaluation is worth 5 points for completing

**Presentation Delivery Criteria (30 points total)**
Layout of visuals/text: poster was easy to read/flows well, etc. (5 points)
Delivery of presentation: speed of voice, rate, fluctuations, etc. (5 points)
Student appearance for presentation needs to be business casual (2.5 points)
Grammar/Punctuation: (5 points) and Spelling: (5 points)
Pictures: used appropriately and helped enhance presentation (5 points)
Time: 12:00 minutes in length, ± 10 seconds (2.5 points)

**Creative/Scientific Component (111 points total)**
Relationship to internship (10 points total)
Topic delivered in significant depth (15 points total)
Scientific references (21 points total)
  ▪ At least 3 references are peer-reviewed and within the last 5 years (6 points)
  ▪ References are cited correctly
    • Within the literature (5 points)
    • Within the references/literature cited (5 points)
  ▪ References are listed alphabetically (5 points)
Soundness of interpretations of data and tables/figures (25 points total)
  ▪ Need to have tables and figures
    • Tables/figures are relevant and appropriate (10 points)
    • Tables/figures are described and interpreted in paper (10 points)
    • Tables/figures are correctly labeled after discussion (5 points)
Quality of writing (40 points total)
  ▪ Paper is Times New Roman (5 points)
  ▪ Paper is 12 point font (5 points)
  ▪ Punctuation (10 points)
  ▪ Correct/complete sentences (10 points)
  ▪ Spelling (10 points)

**Total Score (______/376 points possible)**

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