



# Career Internship Skills Portfolio

## Cover Page Rubric (5 points possible)

	0 points	1 point
<b>Full Name</b>	No name is provided on the cover page.	Full name is provided on the cover page.
<b>Contact Information: Address</b>	No address is provided on the cover page.	Student's address is on the cover page.
<b>Contact Information: Phone Number</b>	No phone number is provided on the cover page.	Student's phone number is on the cover page.
<b>Contact Information: Email Address</b>	No email address is on the cover page.	Student's email address is on the cover page.
<b>Visual Appearance</b>	Cover page is sloppy and not visually appealing.	Cover page is clean and visually appealing.
		<b>Total Points: ____/5</b>

## Table of Contents Rubric (5 points possible)

	0 points	1 point	2 points
<b>Readability</b>	The table of contents is not able to be read.	The table of contents is easy to follow.	N/A
<b>Accurate</b>	More than three page number errors are found on the table of contents.	1-3 page number errors are found on the table of contents.	No page number errors are found on the table of contents.
<b>Spelling</b>	More than three spelling errors are found on the table of contents.	1-3 spelling errors are found on the table of contents.	No spelling errors are found on the table of contents.
			<b>Total Points: ____/5</b>

### Resume Rubric (55 points possible)

	0 points	5 points	10 points
<b>Visually Appealing</b>	The resume is neither organized or consistent with the formatting.	The resume is organized, but the formatting is not consistent.	The resume is organized and the formatting is consistent.
<b>Name/Contact Information</b>	Not all contact information provided on the resume.	Only some of the contact information is provided.	Full name, address, phone number and email address located on the top resume.
<b>Objective/Summary</b>	Objective and/or summary not provided on the resume.	Objective and/or summary provided on the resume.	N/A
<b>Experience</b>	No job experience is listed on the resume.	Job experience, including job duties, is listed on the resume, but not in order starting with current job (chronological order).	Job experience, including job duties, is listed on the resume and starts with current job (chronological order).
<b>Education &amp; Certifications</b>	Education and certifications not listed on the resume.	Education and certifications listed on the resume.	N/A
<b>References</b>	0-1 references provided.	2 or more non-family, professional references provided.	N/A
<b>Grammar/Spelling</b>	More than 3 grammar or spelling errors found within the resume.	1-3 grammar or spelling errors found within the resume.	No grammar or spelling errors found within the resume.
			<b>Total Points: _____/55</b>

### Academic Skills Evidence Rubric (30 points possible)

	0 points	5 points	10 points
<b>Academic Skill Example 1</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Academic Skill Example 2</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Current</b>	Neither example provided is from the current year.	At least one example is from the current year.	N/A
<b>Length</b>	The reflections are less than 8 sentences long.	The reflections are at least 8 sentences long.	N/A
<b>Note to Students:</b> See "Career Internship Skills Portfolio Suggest List of Documentation" for examples that qualify for evidence.			<b>Total Points: _____/30</b>

### Personal Management Skills Evidence Rubric (30 points possible)

	0 points	5 points	10 points
<b>Personal Management Skill Example 1</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Personal Management Skill Example 2</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Current</b>	Neither example provided is from the current year.	At least one example is from the current year.	N/A
<b>Length</b>	The reflections are less than 8 sentences long.	The reflections are at least 8 sentences long.	N/A
<b>Note to Students:</b> See “Career Internship Skills Portfolio Suggest List of Documentation” for examples that qualify for evidence.			<b>Total Points: ____/30</b>

### Teamwork Skills Evidence Rubric (30 points possible)

	0 points	5 points	10 points
<b>Teamwork Skill Example 1</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Teamwork Skill Example 2</b>	No skill is provided, or it is not on the list or approved by the teacher.	Skill is provided, but no reflection is written.	Skill is provided and reflection is included.
<b>Current</b>	Neither example provided is from the current year.	At least one example is from the current year.	N/A
<b>Length</b>	The reflections are less than 8 sentences long.	The reflections are at least 8 sentences long.	N/A
<b>Note to Students:</b> See “Career Internship Skills Portfolio Suggest List of Documentation” for examples that qualify for evidence.			<b>Total Points: ____/30</b>

### 8 Hour Day Reflection Rubric (20 points possible)

	0 points	2 points	4 points
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<b>Documentation</b>	Documentation of the 8 hour day was not provided.	N/A	Documentation of the 8 hour day was not provided.
<b>Date</b>	Date of 8 hour day was not provided on the reflection.	N/A	Date of 8 hour day was provided on the reflection.
<b>Signature of Supervisor</b>	Signature of supervisor was not provided on the reflection.	N/A	Signature of supervisor was provided on the reflection.
<b>Explanation</b>	Explanation of how the full day differed from the Youth Internship Block was not provided.	N/A	Explanation of how the full day differed from the Youth Internship Block was provided.
<b>Grammar/Spelling</b>	There were more than 3 grammar or spelling errors within the reflection.	There were 1-3 grammar or spelling errors within the reflection.	There were no grammar or spelling errors within the reflection.
			<b>Total Points: ____/20</b>

### Outline Rubric (10 points possible)

	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>
<b>Outline</b>	Outline of reflection paper was shown to teacher.	Outline of reflection paper was shown to teacher, but it was incomplete	Outline was shown to teacher and was complete
			<b>Total points: ____/10</b>

### Interviews Rubric (10 points possible)

	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>
<b>Interview</b>	No interview forms were completed at the job site.	One interview form was completed at the job site.	Two interview forms were completed at the job site.
			<b>Total Points: ____/10</b>

### Reflection Paper Rubric (55 points possible)

## FORMAT (10 points possible)

Grammar/ Spelling	0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points	9 points	10 points
	10+ errors	9 errors	8 errors	7 errors	6 errors	5 errors	4 errors	3 errors	2 errors	1 error	0 errors
									<b>Section Points: ___/10</b>		

## STRUCTURE (15 points possible)

Part of Reflection:	0 points	3 points	5 points
<b>Introduction</b>	No introduction was provided in the reflection paper.	An introduction was provided, but did not meet the 4 sentence minimum.	An introduction was provided, and met the minimum requirement of 4 sentences.
<b>Body</b>	No body was provided in the reflection paper.	N/A	A body was provided in the reflection paper.
<b>Conclusion</b>	No conclusion was provided in the reflection paper.	An conclusion was provided, but did not meet the 4 sentence minimum.	An conclusion was provided, and met the minimum requirement of 4 sentences.
			<b>Section Points: ___/15</b>

## REFLECTION (30 points possible)

Questions:	0 points	2 points	3 points
<b>Was this internship a new experience or was it built upon previous employment? If a new experience, why did you choose to explore this specific career field? If built on previous employment, how did it help to expand your role?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>Describe, in detail, some of the things you experienced during your internship. What did a normal day look like?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>What were some of the biggest surprises you encountered during the internship experience (minimum of two)?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>What experiences/lessons did you encounter that you will</b>	Question was not addressed in the	Question was answered in the reflection paper,	Question was answered and met the minimum

<b>remember after your internship experience (minimum of two)?</b>	reflection paper.	but did not meet the 4 sentence minimum.	requirement of 4 sentences.
<b>What did you learn from the experience of working with other people (interviews) and how did Bring Your A Game help?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>Assess the success of your internship experience.</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>Are you still interested in this career field? Why or why not?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>What did the program teach you about yourself?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>How do you plan to use this internship moving forward (post-secondary, working, etc.)?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
<b>If given the chance, what would you change about the internship class for students in the future?</b>	Question was not addressed in the reflection paper.	Question was answered in the reflection paper, but did not meet the 4 sentence minimum.	Question was answered and met the minimum requirement of 4 sentences.
			<b>Section Points: ___/30</b>
			<b>Total Points: ____/55</b>

**Presentation Rubric (45 points possible)**

## Presentation Materials (10 points possible)

Part of Presentation:	0 points	5 points
Visual (minimum of two visuals which could include an electronic presentation, poster, or an artifact)	0-1 visuals presented	2 visuals presented
Appropriate Dress (Professional attire - no holes in clothing, no blue jeans, clean, etc.)	Not professional	Professional
		<b>Section Points: ___/10</b>

## Presentation (35 points possible)

Part of Presentation	0 points	3 points	5 points
<b>Introduction</b>	Introduction is absent or doesn't grab the attention of the audience	Introduction is present and attempts to grab attention	Introduction is present and grabs attention of the audience for presentation
<b>Delivery</b>	Speaker relies heavily on notes or reads from presentation	Speaker relies somewhat on notes for presentation but makes occasional eye contact with the audience	Students gives speech using notes or presentation as a reference. Maintains good eye contact with audience.
<b>Organization</b>	Information is scattered or does not follow visual presentation	Most information is presented in logical order and mostly follows visual presentation	All information is presented in logical order and visuals are relevant and support the presentation
<b>Conclusion</b>	Conclusion is absent	Conclusion is present but doesn't appropriately summarize the presentation	Conclusion is clear and accurately summarizes the presentation
<b>Impromptu Skills</b>	Speaker is unable to respond to questions asked by audience.	Speaker responds to questions but does not answer fully or provide extended response	Speaker provides answer to question and provides supporting details to support answer.
Continued on next page...			
Part of Presentation	0 points	3 points	5 points

<b>Time of Presentation</b>	Presentation is 0 to 4 minutes in length	Presentation is 4 to 5 minutes in length	Presentation is 5 or more minutes (10 minutes maximum)
<b>Presentation Accuracy (Spelling, grammar, capitalization, etc.)</b>	More than 5 mistakes present	2-4 mistakes present	0-1 mistakes present

	<b>Section Points: ___/35</b>
	<b>Total Points: ____/45</b>