

Las Cruces Public Schools Work Based Learning Program

INTERNSHIP RUBRIC AND GRADING POLICY

Student Name:

School Mentor:

Requirements	Excellent 90-100	Above Average 89-80	Average 79-70	Below Average < 70
Administrative – 20% Timely completion and turn in of: <ul style="list-style-type: none"> Signed Prerequisites for an Internship Signed Code of Conduct Signed Internship Agreement Begin application process and seek employment through the assistance of the work-based learning designee Complete placement report Submit project proposal to work-based learning designee and parent or guardian Obtain project approval from work-based learning designee Attend orientation at the workplace Setting up a date and participating in CDC's visit of the intern site using Internship Site Visit Checklist Student Internship Evaluation 				
Project – 30% Component One-Internship Project Guidelines <ul style="list-style-type: none"> The project must be student generated Provide outline of tasks to be completed The project must show evidence of knowledge gained in completion of the portfolio and work experience The project must relate to the student's internship experience Presentation Description of jobsite Description of the type of work-based learning being performed Documentation of related program area mastery, example: skills checklist 				
Portfolio – 20% Component Two-Internship Portfolio Guidelines The portfolio content, monitoring process, and deadlines should be outlined by the work-based learning designee. Listed below are the required portfolio contents that will be evaluated in the rubric. <ul style="list-style-type: none"> Hours-worked log Journal entries Photographs or other visual media that document the student work experience Progress reports Résumé 				

<ul style="list-style-type: none"> • Written acknowledgment to those who helped the student complete the work-based learning. (Send a thank-you note to the participating employer.) • Additional items that document progress preferred by student 				
Work Experience (Internship Supervisor's Evaluation) – 30% Component Three-Internship Work Experience Guidelines <ul style="list-style-type: none"> • Practice professionalism • Demonstrate integrity and high ethical standards • Complete work assignments • Follow employer dress-code policies • Adjust to company's culture • Learn company's mission, goal, and vision 				

Internship Late Work Policy

Late assignments submitted within 1 week of the due date will receive a 10% penalty based on maximum point value of assignment. Late assignments submitted past 1 week of the due date, but before the grading quarter deadline, will receive a 20% penalty. The last date late assignments will be accepted (the "grading quarter deadline") will be provided to students in advance.

By signing below the student and parent assert that they understand the **Internship Grading Rubric** and **Late Work Policy** and agree to abide by the details listed above.

Student Signature

Date

Parent Signature

Date