**Internship Performance Rubric**

**(To be completed by the internship supervisor)**

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| **Criteria** | **1. Unsatisfactory** | **2. Marginal** | **3. Satisfactory** | **4. Proficient** | **5. Distinguished** |
| **Attendance** | Excessive absences  lateness’s, leaves early seeks extra breaks and more time | Few absences, lateness’s, occasionally leaves early, always takes extra breaks | Never absent, few lateness’s, occasionally leaves early, occasional extra breaks | Never absent, almost  always on time, remains for assigned shift, only takes assigned breaks | Never absent, always on time, sometimes remains after assigned shift, only  takes assigned breaks |
| **Performance &**  **Motivation** | Work often late, incomplete and work quality unacceptable | Work sometimes late,  sometimes incomplete and of below average quality | Work submitted on time, always complete, work  quality average | Self-starter, work  submitted on time, almost always complete, very good quality | Self-starter, work  submitted on time, always complete, superior quality |
| **Professionalism** | Lacks confidence, not a team player, does not get along with others and not a leader | Minimal confidence, usually a team player, gets along with most, minimal leadership | Gaining confidence, team player, gets along with others, takes a leadership  role only when asked | Self-confident, team  player, gets along well  with others, sometimes takes leadership role, creative | Self-confident, team  player, gets along well  with others, often takes a leadership role, creative |
| **Planning** | Does not plan work, doesn’t prioritize, does not multitask, inflexible | Plans work a little, little prioritization &  multitasking, somewhat inflexible | Plans some work, some prioritization &  multitasking, flexible | Plans most work, prioritizes,  multitasks, flexible | Plans all work, prioritizes,  multitasks, flexible |
| **Problem**  **Solving** | Unable to solve problems, never questions, never provides solutions | Resolves few problems, rarely questions, rarely provides solutions | Resolves some problems, sometimes questions,  occasionally provides  unique solutions | Resolves most problems, questions occasionally,  often provides unique  Solutions | Resolves own problems, questions the unusual, often provides unique  solutions |
| **Communication** | Ineffective written and verbal skills | Somewhat ineffective  written verbal skills | Effective written & verbal skills; little persuasion and  negotiation skill | Effective written & verbal skills; some persuasion and negotiation skills | Effective written & verbal skills; good persuasion  and negotiation skills |
| **Knowledge &**  **Learning** | Poor subject and  company knowledge, no attempt to gain knowledge | Below average subject  and company knowledge, limited attempts to  gain knowledge | Average subject and  company knowledge,  seeks out others to gain additional knowledge | Knowledgeable in subject and company, seeks out experts to gain additional  Knowledge | Expert in subject and  company, seeks out other experts to gain additional knowledge |

**Instructions**: Please complete the “Internship Evaluation Form” and the “Internship Evaluation Rubric” and submit both forms to the Academic Office, APU. To complete the rubric, please tick (√) the cell in each criterion that best describes the student’s performance/capability. Please feel free to include additional comments regarding this student on the reverse side of this rubric. All ratings and comments will be kept confidential.

Adapted from <https://www.wilmu.edu/technology/internships/supervisorevaluation.pdf>