

## Senior Project Grading Rubric 2015

Student: \_\_\_\_\_

Date: \_\_\_\_\_

_____	<b>Attendance Forms</b> Copies of Weekly Time Sheets documenting the required hours	50 points
_____	<b>Mentor Evaluation</b> Completed Mentor-Evaluation form	10 points
_____	<b>Self-Evaluation</b> Completed Self-Evaluation Copy of Thank-you letter to Internship Mentor	5 points
_____	<b>Reflection Paper</b> 8-10 page reflective essay on your experience with senior project. See insert for guiding questions and paper format.	25 points
_____	<b>Oral Presentation</b> Students will make a presentation	5 points
_____	<b>Journal Entries</b> Copies of daily journal	5 points

**Total Points** \_\_\_\_\_

Pass with Distinction	100-85
Pass	85-60
Fail	59 or lower*

*\*Failure of Senior Project will result in the student not participating in graduation and taking one 3-credit college course chosen by the faculty. Once the college course is complete and a final passing grade is submitted, the student will receive their diploma.*

## Attendance

50 points

Time Sheets turned in on time each week	0- <i>Never on time</i>	5 – <i>Mostly on time (50% of the time)</i>	10 - <i>Always</i>
Time Sheets filled out properly	0- <i>Never</i>	5 – <i>Most of the time</i>	10 - <i>Always</i>
Time Sheets have the correct amount of hours agreed on by the Mentor	0- <i>Less than 15 hrs</i>	5 – <i>Missing</i>	10- <i>Completed all the agreed hours</i>
Time Sheets turned into the correct Faculty Advisor	0 – <i>Never</i>	5 – <i>Most of the time</i>	10 - <i>Always</i>
Deviation from scheduled hours- was this communicated properly?	0- <i>Was not communicated</i>	5 - <i>Communicated but with little notice</i>	10- <i>No deviation from the hours</i>
		<b>Total Points</b>	<b>/50</b>

## Mentor Evaluation

10 points

Skills/Abilities	1 Point Excellent/Above	.5 Point Average- Fair	0 Points Poor
1. General Attitude			
2. Courtesy to others			
3. Punctuality at the workplace			
4. Responds well to instructions			
5. Shows responsibility			
6. Shows commitment			
7. Sets and meets goals			
8. Works Independently			
9. Interpersonal Skills			
10. Overall quality of work			
		<b>Total Points</b>	<b>/10</b>

## Self-Evaluation

5 points

Question	Criteria Met 1 Point	Need more work 0 points
<b>Question 1:</b> List 3 things you learned from your internship		
<b>Question 2:</b> Did you encounter any problems? If so, how did you handle them?		
<b>Question 3:</b> If you could start your project over- what would you do differently?		
<b>Question 4:</b> What was your most valuable accomplishment?		
<b>Question 5:</b> What did you learn about yourself?		
	<b>Total Points</b>	<b>/5</b>

**Senior Project Reflective Paper**

**Due: June 1, 2015 by 3:00pm**

**Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

<b>Criteria Description</b>	<b>0 Needs more work</b>	<b>1 Criteria somewhat</b>	<b>2 Criteria Met</b>	<b>Comments</b>
1. Describes Senior Project in detail (see attached outline)				
2. Describes at least 3 things that were learned from the project				
3. Discusses any problems encountered and how they were overcome				
4. Student discusses what would be done differently if they could start the project again				
5. Student discusses what he/she learned about themselves by participating in the project				
6. Student discusses his/her most valuable accomplishment on the project				
7. Establishes a reflective tone				
8. Defines terms when necessary				
9. Establishes a clear, coherent, logical presentation				
10. Proper Length: 8-10 pages				
11. Evidence of proper grammar, spelling, and Presentation				
12. Reflective conclusion on your intern experience.				
13. Paper Turned in on time	0= No	1= Yes	XXXXX	<i>This is only worth 0 or 1</i>
<b>Total Score</b>				<b>_____/25</b>

## Presentation

5 points

	<b>Criteria Met – 1 point</b>	<b>Need Improvement - 0</b>
<b>Organization</b>	Student presents information in a logical sequence	Audience has difficulty in logical sequence
<b>Subject Knowledge</b>	Student is at ease and answers most questions with explanations & some elaborations	Student is uncomfortable with information & cannot answers questions
<b>Visual Aids</b>	Student has some visual aids	Student uses superfluous or no visual aids
<b>Eye Contact</b>	Student maintains eye contact most of the time	Student makes no eye contact and reads only from notes
<b>Verbal Techniques</b>	Students voice is clear and somewhat confident	Student's voice is low, mumbles, is hard to understand.
	<b>Total</b>	<b>/5</b>

## Journal Entries

5 Points

	<b>Criteria Met –</b>	<b>Needs Improvement - 0</b>
<b>Daily Journal</b>	Student had kept up with his/her journal <b>2 points</b>	Little to no use of journal
<b>Content</b>	Student has reflected on the experience and has given examples & some details <b>2 points</b>	Little to no reflection
<b>Organization</b>	Student has the journal organized by date, easy to follow <b>1 point</b>	Journal is unorganized
	<b>Total</b>	<b>/5</b>