

Rubric for Val Tech Internship for _____

Did the intern display **pride**, **tradition**, and **excellence** during the internship?

Evaluation	Satisfactory			Unsatisfactory			Comments
Points:	5	4	3	2	1	0	
Work schedule: Did the intern keep the V-TIP coordinator updated?	5	4	3	2	1	0	
Did the intern act responsibly for all parts of the V-TIP process, or did the intern require constant and/or repeated reminders/supervision?	5	4	3	2	1	0	
Did the intern complete all evaluation progress reports and turn them in to the Val Tech Coordinator on time? (Within 5 days?)	5	4	3	2	1	0	
Did the intern complete all 150 hours of the internship?	5	4	3	2	1	0	
Did the intern complete all the V-TIP forms—including a resume?	5	4	3	2	1	0	
Did the intern fill out all four evaluations—and hour logs?							
• 50-hour evaluation	5	4	3	2	1	0	
• 100-hour evaluation	5	4	3	2	1	0	
• 150-hour final evaluation	5	4	3	2	1	0	
• V-TIP Student evaluation	5	4	3	2	1	0	
Did the intern provide photo verification that he/she was on site?	5	4	3	2	1	0	
Did the intern obtain a business card from the organization?	5	4	3	2	1	0	
Was the Val Tech Coordinator able to confirm the internship and/or supervisor's evaluation of the internship?	5	4	3	2	1	0	
Did the intern notify (by email) the V-TIP coordinator when there was approximately 20 hours remaining?	5	4	3	2	1	0	
Did the intern write a thank-you note within one week of completing the internship? (Using proper personal business letter formatting, etc.) Did the intern provide the Val Tech Coordinator with a copy?	5	4	3	2	1	0	
Did the intern regularly arrive at the site on time?	5	4	3	2	1	0	
According to the three evaluations, did the organization find the quality of his/her work acceptable?	5	4	3	2	1	0	
Attention to detail	5	4	3	2	1	0	
Attitude	5	4	3	2	1	0	
Effort	5	4	3	2	1	0	
Attire	5	4	3	2	1	0	

Overall Internship Grade: _____

