

Rubric for Val Tech Internship for _____

The Val Tech Internship: Pride, Tradition, and Excellence in the Business World

Note: Any one thing missing or late can result in a loss of at least one letter grade—or more.

Did the intern...	Comments
Keep the V-TIP coordinator updated on hours?	
Act responsibly or require excessive attention?	
Turn in completed evaluation progress reports within five days?	
Finish all 150 hours of the internship?	
Complete all the V-TIP forms, including a resume?	
Fill out all four evaluations and hour logs?	
<ul style="list-style-type: none"> • 50-hour evaluation 	
<ul style="list-style-type: none"> • 100-hour evaluation 	
<ul style="list-style-type: none"> • 150-hour evaluation 	
<ul style="list-style-type: none"> • V-TIP Student evaluation 	
Provide photo verification that he/she was on site?	
Obtain a business card from the organization?	
Email the V-TIP coordinator when approximately 20 hours remained?	
Write a thank-you note within one week of completing the internship?	
Use proper personal business letter formatting, etc.?	
Provide the Val Tech Coordinator with a hard copy? (Print out a clean copy of the letter.)	
Regularly arrive at the site on time?	
According to the three evaluations, did the organization find the intern's work acceptable?	
Attention to detail	
Attitude	
Effort	
Attire	

Overall Internship Grade: _____

