Student’s Name __________________________________________

Internship Semester: ______________________________________

First Impression

- Looks professional and polished

First Impression: _______/ 5

Organization

- Name/Title/Semester/Page Numbers
- Easy to Identify each section and subsection of the report
- APA citation style has been used correctly (title page, page numbering, in-text citations, paraphrasing, references)

Organization: _______/ 10

Content

- Includes history and structure of the organization
- Includes an analysis and application of least 3 communication theories appropriate to area of concentration.
- Includes examples of work that speak to COMS student core objectives
- Incorporates at least 5 sources (cited correctly within text and on references)
- Describes relationships between theories and internship experiences
- Provides appropriate breadth and depth of examples
- Assesses the relevance and adequacy of the theories in relation to internship experiences

Content: _______/ 45

Format/Grammar/Proofreading

- A minimum of 10-15 pages
- Font is appropriate (Times New Roman, 12pt)
- Double Spaced (1 in. margins)
- Portfolio has been proofread w/few spelling or grammatical errors

Format/Grammar/Proofreading: _______/ 20

Portfolio Enhancers

- Provides artifacts that illustrate internship experience and examples (social media stills, brochures, training materials, etc.)

Portfolio Enhancers: _______/ 5

Overall

- Identifies personal strengths and weaknesses that emerged in the internship experience
- Considers the communication skills needed in the position
- Discusses what student learned about themselves in the internship experience
- Showcases self-improvement over the extent of the internship

Overall: _______/ 15

Portfolio: _________ / 100

Supervisor Evaluation: _________ / 100

Final Grade: ___________