

**OHIO UNIVERSITY
SCHOOL OF COMMUNICATION STUDIES**

**COMS 4910
PORTFOLIO RUBRIC**

Student's Name _____

Internship Semester: _____

First Impression _____ / 5

- Looks professional and polished

Organization _____ / 10

- 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)

Content _____ / 45

- 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

Format/Grammar/Proofreading _____ / 20

- 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

Portfolio Enhancers _____ / 5

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

Overall _____ / 15

- 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
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Portfolio: _____ / 100

Supervisor Evaluation: _____ / 100

Final Grade: _____