Internship Final Presentation Guidelines

The final presentation is an opportunity for students to share their internship experience with fellow students and TEM faculty. It also provides a way to assess the overall internship course, specific sites, and site supervisors for the enhancement of the program.

Presentation guidelines:

- Students are required to attend the entire presentation session (on their scheduled date), unless they are outside the Washington Metropolitan area (in which case alternative arrangements will be made).
- Students are required to wear a business professional suit.
- Presentations must last no longer than 10 minutes, and will be followed by a 5-minute “question and answer” period. Students must rehearse their presentations to keep within the 10-minute limit.
- Presentations must be made using PowerPoint slides (or Prezi), and must include:
  a. An overview of the internship site, including a brief description of its services, personnel, on-site supervisor, etc.;
  b. A brief description of the internship responsibilities;
  c. A brief description of the challenges and successes experienced during the internship;
  d. A very detailed description of the Special Project (the majority of the presentation time should be devoted to this);
  e. A description of what was learned from the experience and how it can be applied in the future; and
  f. A statement of future (professional and/or academic) plans.
- Students will be evaluated using the rubric below:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Highly Competent</th>
<th>Competent</th>
<th>Unsatisfactory</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Student Dressed Professionally</td>
<td>Student dressed in business professional attire</td>
<td>Student dressed in business casual attire</td>
<td>Student dressed in a casual attire</td>
<td>Student dressed in a casual attire, and appeared disheveled</td>
</tr>
<tr>
<td>2) Overview Of Internship Site, Mission, Services, Personnel</td>
<td>Student fully described the elements required</td>
<td>Student partially described the elements required</td>
<td>Student provided a minimal description of the elements required</td>
<td>Student did not provide any information on the internship site</td>
</tr>
<tr>
<td>3) Internship Responsibilities</td>
<td>Student fully described what he/she worked on during the internship</td>
<td>Student partially described what he/she worked on during the internship</td>
<td>Student provided a minimal description of what he/she worked on during the internship</td>
<td>Student did not provide any information on what he/she worked on during the internship</td>
</tr>
<tr>
<td>4) Challenges Experienced</td>
<td>Student fully described the challenges experienced</td>
<td>Student partially described the challenges experienced</td>
<td>Student did not describe the challenges within the 10 minutes</td>
<td>Student did not provide any information on the challenges experienced</td>
</tr>
<tr>
<td>5) Successes Experienced</td>
<td>Student fully described the successes experienced</td>
<td>Student partially described the successes experienced</td>
<td>Student did not describe the successes within the 10 minutes</td>
<td>Student did not provide any information on the successes experienced</td>
</tr>
<tr>
<td>6) Special Project: explanation and how it contributed to the mission and goals of agency</td>
<td>Student fully described all the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation</td>
<td>Student partially described the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation</td>
<td>Student did not describe one or more of the following: 1) the rationale for the special project 2) its benefit to the agency 3) the planning involved 4) the implementation 5) the outcomes and evaluation; OR Student did not cover this within the 10 minutes</td>
<td>Student was not able to describe his/her special project</td>
</tr>
</tbody>
</table>

1/25/2018
### TEM Internship Manual Appendix 10

#### Important Reminders

1. Any student whose presentation receives an ‘Unsatisfactory’ or ‘Not Acceptable’ score on five (5) or more of the ten (10) sections on the rubric above will be required to present again at a later date to be determined by the faculty panel. If a student’s Overall Description Competence (Section 9) is deemed ‘Unsatisfactory’ or ‘Not Acceptable’, he/she may be required to present again at a later date to be determined by the faculty panel. This delay will negatively impact the student’s ability to receive a passing grade for the course.

2. Any student whose portfolio receives an ‘Unsatisfactory’ or ‘Not Acceptable’ score based on the rubric above will be required to make the necessary changes, and resubmit the portfolio. This delay will negatively impact the student’s ability to receive a passing grade in the course.

---

<table>
<thead>
<tr>
<th>7) What Was Learned From The Experience</th>
<th>Student fully described what he/she learned from the experience</th>
<th>Student partially described what he/she learned from the experience</th>
<th>Student did not describe what he/she learned from the experience within the 10 minutes</th>
<th>Student did not describe what he/she learned from the experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) Future Plans (Career, etc.)</td>
<td>Student clearly articulated and described his/her future plans</td>
<td>Student only provided a list of options</td>
<td>Student was not able to articulate his/her future plans within the 10 minutes</td>
<td>Student did not provide any information on his/her future plans</td>
</tr>
<tr>
<td>9) Overall Descriptive Competence</td>
<td>Student covered all the required Sections (above) of the presentation within the 10 minutes, and the student’s descriptions of the covered sections were clearly articulated and professionally presented</td>
<td>Student covered only 4 – 6 of the required sections of the presentation within the 10 minutes, and the student’s descriptions of the covered sections were clearly articulated and professionally presented</td>
<td>Student covered less than 4 of the required sections of the presentation within the 10 minutes, but the student’s descriptions of the covered sections were clearly articulated and professionally presented</td>
<td>Student did not cover all the required sections of the presentation within the 10 minutes, AND (OR 4 or more of) the sections were not clearly articulated and professionally presented</td>
</tr>
<tr>
<td>10) Overall Analytical Competence</td>
<td>Student demonstrated a clear understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site</td>
<td>Student demonstrated moderate understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site</td>
<td>Student demonstrated minimal understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site</td>
<td>Student did not demonstrate any understanding of how all the different components contributed to his/her learning experience, and how he/she contributed to the overall mission of the Agency/Site</td>
</tr>
</tbody>
</table>

---

**Final Performance Evaluation**

- Site Supervisor evaluated student’s performance as excellent and above average on all criteria
- Site Supervisor evaluated student’s performance as above average and average on all criteria
- Site Supervisor evaluated student’s performance as average on all criteria
- Site Supervisor evaluated student’s performance as below average and unsatisfactory on all criteria

**Student Portfolio**

- Student’s portfolio included all the required elements and was presented in a professional manner
- Student’s portfolio included all the required elements, but was presented in a less than professional manner
- Student’s portfolio included some of the required elements, and was presented in a less than professional manner
- Student’s portfolio very poorly presented and was incomplete