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| Internship Report and Presentation Evaluation Rubric | | | | | | | | | | | | | | |
| Student Name: |  | | | | | | | | | | | |  | |
| Student ID: |  | | | | | | | | | | | |  | |
| Criterion | **Performance Evaluating** | | | | | | | | | | | |  | |
|  | **Insufficient** | | | | **Sufficient** | | | | | | **Successful** | | **Total** | |
| 1. Presentation (Oral and Written Communication Skills) |  | | | | | | | | | | | | **100** | |
| **0 to 6 points** | | | | **7 to 13 points** | | | | | | **14 to 20 points** | |  | |
| Oral presentations cannot be understood because there is no logical sequencing of information; the presenter reads most or all the project notes with little or no eye contact. The presenter is unprofessional, lacks confidence, is uncomfortable, and cannot answer basic questions. | | | | Information is presented in a sequence that the audience can follow. The presenter maintains eye contact with the audience with a few minor exceptions. On a few occasions, the presenter reads from notes; is comfortable for the most part and adequately answers questions. | | | | | | The information is presented in a logical, interesting, and effective sequence that the audience can easily follow; the presenter maintains eye contact with the audience and rarely refers to notes; is professional, confident, comfortable, and answers questions effectively | |  | |
|  | **Comments:**  **Measure ISLO: 1**  Expresses oneself professionally by using written and verbal communication skills effectively in different environments of business life, | | | | | | | | | | | | | |
| 2. Problem Solving and Using Decision Support Tools | **0 to 3 points** | | | **4 to 7 points** | | | | | | | **8 to 10 points** | | |  |
| Did not clearly understand the problem and could not take a role in the solution of the problems encountered during the internship | | | Clearly evaluated the remaining solutions against the results required, moderately found the ideal solution for the problem, used decision support tools at minimum level. | | | | | | | Effectively described and explained the problem and discovered the primary solution; explanation was focused, detailed, and compelling; and decision support tools were used appropriately. | | |  |
|  | **Comment:**  **Measure ISLO: 2**  Uses current and widespread information technology products, | | | | | | | | | | | | | |
| 3. Definition of Major Business Concepts | **0 to 3 points** | | | **4 to 7 points** | | | | **8 to 10 points** | | | | | |  |
| Major business concepts are not defined clearly and sufficiently in the report. | | | Major business concepts are mostly defined clearly and sufficiently in the report. | | | | Major business concepts are fully defined clearly and sufficiently in the report, and the definitions are explained in detail. | | | | | |  |
|  | **Comments:**  **Measure ISLO: 3**  Students will be able to define major business concepts within the traditional areas of international business/finance and banking/trade and logistics. | | | | | | | | | | | | | |
| 4. Work Ethics & Legal Principles | **0 to 3 points** | | | | **4 to 7 points** | | | | | | | **8 to 10 points** | |  |
| Taking into account the evaluation letter written by the organization/institution, student was unwilling or unable to understand and support the organization's mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations and culture; frequently seemed to disregard appropriate authority and decision-making channels. Failed to perform requirements of internship, compliance with legal & ethical issues in the workplace is found to be weak. | | | | Taking into account the evaluation letter written by organization/institution, student was adequately understood and supported the organization's mission, vision and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels. With a few minor exceptions, adequately performed requirements of internship, performed mostly in compliance with legal & ethical issues in the workplace. | | | | | | | Taking into account the evaluation letter written by the organization/institution, student completely understood and fully supported the organization's mission, vision and goals; successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels. Thoroughly and accurately performed all obligations of internship, performed in compliance with legal & ethical issues in the workplace. | |  |
|  | **Comments:**  **Measure ISLOs: 4**  Students will be able to carry out the ethical and legal principles when making decisions in global business environments. | | | | | | | | | | | | | |
| 5. Integration of Theoretical & Practical Knowledge | **0 to 3 points** | | | | **4 to 7 points** | | | | **8 to 10 points** | | | | |  |
| Internship report was done in a careless manner and was erratic quality and made numerous errors and failed to meet the goals of internship principles. The use of theoretical and practical knowledge is inadequate or missing. | | | | With a few minor exceptions, adequately performed most internship report requirements, made occasional errors and meet most of the goals of internship principles. The report mostly includes use of theoretical and practical knowledge. | | | | Thoroughly and accurately submitted all internship report requirements and meets most of the goals of internship. The report includes use of both theoretical and practical knowledge in thorough and detailed explanation. | | | | |  |
|  | **Comments:**  **Measure ISLO: 5**  Students will be able to combine the acquired theoretical and practical knowledge in the system that she/he lives. | | | | | | | | | | | | | |
| 6. Leadership & Teamwork | **0 to 3 points** | | | | | | **4 to 7 points** | | | **8 to 10 points** | | | |  |
| The student does not participate as a team member, does not build any relationship with other mates, lack in communication skills and unprofessional on fulfilling his/her responsibilities | | | | | | The student could join and participate as a team member in workplace, communicated well with others, finished the task assigned, had good interpersonal relationship. | | | The student successfully joined and participated well as a team member in workplace, communicated very well with others, took responsibility, and showed remarkable leadership skills outside given duties. Used his/her leadership, teamwork, and interpersonal relationship abilities efficiently. | | | |  |
|  | **Comments:**  **Measure ISLOs: 6**  Students will be able to use leadership, team working and interpersonal relationship abilities. | | | | | | | | | | | | | |
|  | **0 to 3 points** | | | | | **4 to 7 points** | | | **8 to 10 points** | | | | |  |
| 7. Integration of Business Functions and Relationship among the Functions | Most of the business functions are not used and not clearly explained in the report, does not identify the business functions which she/he use in ther internship, does not make a relationship among the Functions | | | | | Business functions are used, and each one is thoroughly explained in the report, but they are only moderately interrelated. | | | Business functions are used and each of them is explained in detail in the report, making it very easy to discuss the functions and relationships among the functions such as finance, marketing, manufacturing and so on. | | | | |  |
|  | **Comments:**  **Measure ISLO: 7**  Students will be able to discuss the functions and relationship among the functions of business administration such as accounting, finance, marketing, management and production. | | | | | | | | | | | | | |
| 8. Coordination of Management Functions | **0 to 3 points** | **4 to 7 points** | | | | | | | **8 to 10 points** | | | | |  |
| The student didn’t gather any information on management functions, explanation of these functions and their relations are missing in the internship report. | The student comprehended the role and importance of different management functions in the workplace, had difficulty relating these functions with each other, the internship reports was missing detailed explanation of these functions. | | | | | | | The student comprehended the role and importance of different management functions in the workplace, very well explained these functions and their relations with each other in the internship report. | | | | |  |
|  | **Comments:**  **Measure ISLO: 8**  Students will be able to coordinate functions of management such as planning, organizing, directing and controlling in different business settings. | | | | | | | | | | | | | |
|  | **0 to 3 points** | | **4 to 7 points** | | | | | | **8 to 10 points** | | | | |  |
| **9. Analytical/ Critical Thinking Skills** | Presented little if any analysis in work assignments; rarely sought out additional information from other sources and/or considered differing perspectives; presented few solutions, alternatives, or options to problems in work assignments, or solutions, alternatives, or options were often inaccurate, inconsistent, and/or not justified; ideas were presented in a vague manner | | Adequately assessed and presented information from some sources and perspectives with only minor inconsistencies, irrelevancies, or ommisions; satisfactorily outlined solutions, alternatives, or options for some work assignment problems that were logical and consistent; in most cases, developed solutions, alternatives, or options in a clear manner. | | | | | | Accurately and appropriately evaluated and interpreted relevant information from a variety of sources and perspectives; developed and justified multiple solutions, alternatives, or options for a variety of work assignment problems; solutions, alternatives, or options were clear, coherent, well supported, logically consistent and complete | | | | |  |
|  | C**omments:**  **Measure ISLO: 9**  Students will be able to use analytical tools, critical thinking and research skills to solve contemporary business problems. | | | | | | | | | | | | | |

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| **Summary Performance Ratings on Programmatic ISLOs** | | |
| **ISLOs/Program-Level Assessment Criterion** | **Total Score** | **Given Score** |
| Presentation (Oral and Written Communication Skills) | 20 |  |
| Problem Solving and Using Decision Support Tools | 10 |  |
| Definition of Major Business Concepts | 10 |  |
| Work Ethics & Legal Principles | 10 |  |
| Integration of Theoretical & Practical Knowledge | 10 |  |
| Leadership & Teamwork | 10 |  |
| Integration of Business Functions and Relationship among the Functions | 10 |  |
| Coordination of Management Functions | 10 |  |
| Analytical/ Critical Thinking Skills | 10 |  |
| **Total** | **100** |  |