

## Internship Evaluation Rubric

	Exceptional	Good	Satisfactory	Poor
<b>PROGRAM DESCRIPTION</b>  Describe the purpose and overall program or work that will take place within your organization and the benefit that teen interns will bring to your organization or business.	It is clear what the overall program or work is that will take place.  The purpose of this work is clear.  There are specific benefits described for having teen interns including the unique perspectives and gifts that teens can bring to this specific program or work.	It is clear what the overall program or work is that will take place.  The purpose of this work is clear.  There are specific benefits described for having teen interns.	It is clear what the overall program or work is that will take place.  There are generalized benefits described for having teen interns	It is unclear what the program is or how teen interns will contribute to the work of the organization or business.
<b>INTERNSHIP JOB DESCRIPTION</b>  Provide an overview of the internship position responsibilities including any required skills or abilities.	The job description is clear. Responsibilities will utilize teen's current skills. Responsibilities are reasonable for the duration of internship. Responsibilities will help teens develop new skills and actively engage in a work setting.  Teens will be responsible for ongoing interactions with other adults in real world work environment. Teens will work side by side with adults as apprentices engaged in similar real world work. Responsibilities demonstrate that teens will have opportunities to make decisions and initiate additional projects.	The job description is clear. Responsibilities will utilize teen's current skills. Responsibilities are reasonable for the duration of internship.  Responsibilities will help teens develop new skills and actively engage in a work setting.  Teens will be responsible for ongoing interactions with other adults in real world work environment.	The job description is clear. Responsibilities will utilize teen's current skills. Responsibilities are reasonable for the duration of internship.	The job description is unclear and responsibilities will not utilize teen's current skills. OR There is an insufficient or excessive amount of job duties for the time frame of internship. OR The required skills are beyond the reach of most teens.
<b>RATIONALE FOR # OF INTERNS</b>  How many interns are being requested? Provide rational for the number of interns requested.	Number requested seems reasonable for the site, the work, the supervision and experience of the applicant.  Rationale justifies the number of teens requested.	Number requested seems reasonable for the site, the work, the supervision and experience of the applicant.	Number requested matches rational, but may be "too much" for initial internship experience.	Number requested does not match rational or rationale is missing.

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<b>TEEN SKILLS DEVELOPED</b>  What skills will teens gain from participating in the Internship including 21 <sup>st</sup> Century (college and career readiness) skills as well as content/industry specific skills?	Teens will develop a practical “working knowledge” and understanding of workplace expectations.  Teens will develop more <u>complex</u> technical skills related to the field of the internship as well as specific 21st Century skills  Teen will have opportunities to apply new skills to make decisions, make choices, and work independently.	Teens will develop a practical “working knowledge” and understanding of workplace expectations.  Teens will develop more <u>complex</u> technical skills related to the field of the internship as well as specific 21st Century skills.	Teens will develop a general understanding of workplace expectations.  Teens will gain <u>basic</u> skills that are a result of their internship responsibilities, including some general career readiness and technical skills.	Internship does not provide/or allow for understanding of workplace expectations.  Response is brief and few skills are described.  Skills do not align with the content of the proposed internship or job duties assigned.
<b>RECRUITMENT STRATEGIES</b>  Describe the specific strategies you intend to use (including leveraging current relationships with teens and communities) to ensure that you <i>recruit</i> a full roster of Chicago Public High School teens for your program.	At least three feasible strategies are described for promoting the program. Strategies include enrolling community support and leveraging current relationships with teens to recruit a full roster of CPS teens for the program.  Activities are exciting and engaging and expand growth opportunities and leadership roles for returning teens.	At least two feasible strategies are described for promoting the program. Strategies include enrolling community support AND leveraging current relationships with teens to recruit a full roster of Chicago Public High School teens for the program	At least one feasible strategy is described for promoting the program. Strategies include either enrolling community support OR leveraging current relationships with teens to recruit a full roster of Chicago Public High School teens for the program.	Response describes generalized strategies with no mention of leveraging current relationships with teens or communities to recruit a full roster of Chicago Public High School teens for their program.

### Elements of Effective Orientation Plans

1. Organization's Mission, Vision, History and Staff Structure are explained
2. Person's position within this framework is described—and how his/her work connects with the larger work of the business or organization.
3. Work place expectations, policies and procedures are in writing & reviewed (dress, absences, tardiness, utilizing equipment, supplies, answering phones, use of cell phones, etc.)
4. Tour of facilities
5. Introduction to key staff
6. Job Description review and Q & A
7. Role of Supervisor
8. Explanation of training intern will receive.
9. Resources (i.e. manuals, websites, individuals, departments) that intern can access to help him/her to be successful.
10. Explanation of feedback and review process and contact person if he/she has difficulties with immediate supervisor
11. Getting settled into space (where intern will be located, restrooms, where to put personal items, vending machines, parking, etc.)
12. Review of equipment that will be used during internship

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<b>ORIENTATION/TRAINING PLAN</b> What is the orientation and training plan for the summer interns?	Orientation Plan includes at least 8 elements of quality orientation. See above. Training Plan includes both upfront and <u>ongoing</u> opportunities to learn specific skills needed according to Job Description.  Evidence of scaffolded training that goes from basic training to focus on more technical skills.	Orientation Plan includes at least 6 elements of quality orientation. See above.  Training Plan targets specific skills needed to be successful according to Job Description.	Orientation Plan includes at least 4 elements of quality orientation. See above.  Training Plan is generally aligned with overall responsibilities of Job Description.	Orientation/training plan lacks detail and is unclear.  Teens would not be prepared to begin internship identified in Job Description.

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<b>SUPERVISION PLAN</b> What type of supervision will be provided for interns? If interns will be working at different sites, how will supervision be ensured?	<p>A specific supervision plan will give the support teens need to carry out their responsibilities and grow professionally. Supervisor identified has role in the organization related to the content of the internship and significant time has been outlined for supervision to take place.</p> <p>There is structured time in the plan for ongoing intern reflection and feedback from supervisor</p> <p>When applicable, a specific supervision plan for teens working at multiple sites is described and seems adequate for the setting and roles.</p> <p>Additional supervision is described which encourages teens to take on special projects</p>	<p>A specific supervision plan will give all the support teens need to carry out their responsibilities.</p> <p>Supervisor identified has role in the organization related to the content of the internship.</p> <p>There is a clear plan for ongoing intern reflection and feedback from supervisor.</p> <p>When applicable, a specific supervision plan for teens working at multiple sites is described and seems adequate for the setting and roles.</p>	<p>A general supervision plan will give teens adequate support to carry out their responsibilities.</p> <p>Supervisor is identified.</p> <p>When applicable, a general supervision plan for teens working at multiple sites is briefly addressed.</p>	<p>Supervision plan does not describe how teens will have adequate support to carry out their responsibilities.</p> <p>Supervisor may not be appropriate based on content or their role in organization.</p> <p>Plan for supervision at multiple sites is missing needed detail to determine adequacy.</p>