**BSAD 395: Professional Internship**

Suggested Final Paper/Presentation and Grading Rubric

**Assignment**

Write a final paper or prepare a formal presentation (as directed by your faculty sponsor) summarizing your internship tasks and experience, what you learned, its relevance to your academic coursework, and how meaningful or not the experience was for your career path. Your faculty sponsor may include additional requirements in the final paper/presentation. **The quality of the final paper or presentation will be the main factor in determining your final grade.**

**Requirements**

* If you are preparing a final paper, it should be typed or uploaded to the course Canvas site as a Word (.doc, .docx) document. Papers written and submitted in a word processor not compatible with Microsoft *cannot* be accepted.
* The suggested page requirement for your final paper is:
  + For one-credit hour internships, the suggested page requirement is 3-5 pages
  + For two-credit hour internships the suggested page requirement is 5-7 pages
  + For three-credit hour internships, the suggested page requirement is 8 – 15 pages

* The above page requirements are suggested requirements. Your final page requirement will be determined by your faculty sponsor.

* Final Paper Formatting Requirements:
  + 1-inch margins
  + 12-point, Time New Roman, Calibri or comparably sized font
  + Header with name, student ID, and date – single-spaced
  + Double-spaced content

* Basic Information: After the header of your paper, please provide the following information before beginning your critical reflection.
* Name of company you interned
* Position title/department/job function (i.e. Accounting Intern, Summer Intern in Marketing Department)

* Critical Reflection: Address the content items in the grading rubric provided by your faculty sponsor in your final paper or presentation. If you wish to add additional information, feel free to do so.

**Grading Rubric**

Your faculty sponsor may use an alternative rubric instead of the rubric shown below. If this occurs, you will be provided with the alternative rubric.

**E** - Exceeds Expectations | **M** - Meets Expectations | **D** - Does Not Meet Expectations

**Final paper or presentation grade must Meet or Exceed Expectations in order to pass the class.**

|  |  |  |
| --- | --- | --- |
| **Weight** | **Final Paper Grading Rubric** | **Rating** |
| ***XX%*** | ***General Content*** |  |
|  | Provide an overview of the organization and its products/services |  |
|  | Describe and evaluate the organizational culture |  |
|  | Describe how you were trained and supervised |  |
|  | Provide three suggestions to improve the organization |  |
|  | Provide a broad overview of your internship and key responsibilities |  |
|  | Talk about your internship learning objectives and if you achieved them |  |
|  | Identify the contributions you made to the organization during your internship |  |
|  | Describe the knowledge you learned and skills you gained from your internship |  |
|  | Connect your internship experience to your business coursework |  |
|  | Discuss how meaningful or not the internship was for your career path and whether or not you are still considering this as a potential career |  |
|  | Discuss whether or not you would work for this organization if offered a full-time position |  |
|  |  |  |
| XX% | ***Discipline-specific Content*** |  |
|  | ***Departments agree on the weight of discipline-specific content*** |  |
|  | Faculty sponsor uses default discipline-specific content questions or creates project-specific content questions and relays to student |  |
|  |  |  |
| ***XX%*** | ***Writing Style*** |  |
|  | Paper meets the page limit and follows formatting instructions and assignment directions |  |
|  | Paper had a clear introduction, body, and conclusion |  |
|  | Writing demonstrated a strong grasp of the content. All content and personal reflection is well thought out and clearly explained. |  |
|  | Writing is clear, descriptive, accurate, and closely edited with few grammatical and proofreading errors. |  |
|  | **Overall Final Paper Rating:** |  |

**FINAL GRADE**: \_\_\_\_\_\_

Additional Comments: