



HONORS INTERNSHIP

GRADING GUIDELINES



1. Self- Assessment

At the beginning of the internship, describe four to six personal objectives and/or goals that you would like to accomplish during your internship. Consider including personal skill development as well as interpersonal development and the application of the knowledge base you have currently obtained through your Wilson education. The suggested length is 1-2 pages. Through the internship period, come back to these objectives and comment regarding how you are (or are not) progressing on each one.

2. Weekly Journal

Each week you should capture the following information in your Professional Internship Portfolio / Blog:

- a) What major assignment(s) have you worked on?
- b) What was the biggest challenge that you faced this week and how did you overcome it?
- c) What was your greatest contribution to the company this week?
- d) What did you learn from this week that will help you with your career development?
- e) What could have been done by you to make this week more productive?
- f) On a 1 to 5 scale (5 being highest) how would you note/assess your performance this week? What is the basis upon which this “grade” is given?
- g) How am I doing with respect to the objectives and goals I set out in my “Self-Assessment”?

3. Mentor Evaluations

Mentors will evaluate your progress monthly and provide feedback on your areas of strength and opportunities for growth.

4. Attendance

Internship students are expected to report regularly and on-time to all scheduled work periods.