

WOU Community Internship Program (WOU CiP)

Position Proposal Review Rubric

This rubric is used by the WOU CiP Advisory Committee to evaluate the quality of the proposed internship position, in which the results will determine whether or not the position will be approved.

Quality of Supervision

High Quality - Exceeds Requirements (3 points): Supervisor brings subject matter expertise to effectively train, educate and develop intern. Supervisor is interested in ongoing feedback and student development.

Acceptable - Meets Requirements (2 points): Supervisor may be unclear with level of expertise. Supervisor may not explicitly state their focus on mentorship and student development.

Unacceptable - Does Not Meet Requirements (1 point): Supervisor is unclear or does not state subject matter expertise, which is needed to train and educate intern. Supervisor does not focus on feedback and/or student development.

Learning Objectives

High Quality - Exceeds Requirements (3 points): Internship provides quality learning objectives that are specific and measurable terms that describe what the learner will know or be able to do (as a result of engaging in the learning activities). Internship describes how learning will be accomplished and what results should look like.

Acceptable - Meets Requirements (2 points): Internship provides acceptable statements in specific and measurable terms that describe what the learner will know or be able to do (as a result of engaging in the learning activities). Internship describes how learning will be accomplished.

Unacceptable - Does Not Meet Requirements (1 point): Internship does not contain statements in specific and measurable terms that describe what the learner will know or be able to do (as a result of engaging in the learning activities). Internship does not describe how learning will be accomplished.

Learning Activities

High Quality - Exceeds Requirements (3 points): Internship includes a strong and clear description of learning activities (job duties) that will allow the student to accomplish defined learning objectives.

Acceptable - Meets Requirements (2 points): Internship includes a description of a learning activity (job duties) that will allow the student to accomplish defined learning objectives.

Unacceptable - Does Not Meet Requirements (1 point): Internship lacks a clear description of learning activities (job duties) that will allow the student to accomplish defined learning objectives.