Agricultural Systems Management (ASM) 3191 – Internship Requirements

Andrew “Dewey” Mann – ASM Internship Coordinator
Department of Food, Agricultural, and Biological Engineering
590 Woody Hayes Dr.
Room 262C
Columbus, OH 43210

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Keys to a Successful Internship:
• Plan EARLY
• Communicate with: Potential employers, Internship Coordinator, parents/roommates
• Document what you did
• Turn everything in ON TIME
I. Description of Internship Requirements

a. Student Responsibilities – Below is a brief summary of the expectations (i.e. assignments) associated with the internship experience, including references to sections in this document where a more thorough explanation is found.

1. Proposal – Before the internship begins, students will draft a letter describing the company, supervisor’s (your boss) contact info, goals/expectations, and a proposed timeline. This letter should be directed to the Internship Coordinator and a copy sent to the supervisor including a request for a Letter of Concurrence (see Section II. Before the Internship p.4).

2. Obtain a Letter of Concurrence – Send the proposal to the Internship Coordinator AND the supervisor. If the proposal is acceptable, ask the supervisor to send a signed note on company letterhead to the Internship Coordinator (see Section II. Before the Internship p.4).

3. Documentation/Pictures of Tasks Completed – Always ask for employer’s permission before taking pictures of facilities and be sensitive when other employees might be in the photo. Regularly document accomplishments. You’ll need several pictures for your presentation (see Section III. During the Internship p.5).

4. Monthly Report – The student will submit THREE (3) reports to the internship coordinator during their internship. These reports should include: significant accomplishments, any barriers or difficulties experienced, and a revised listed of goals (reports #1 & #2 only) (see Section III. During the Internship p.5).

5. Project – Students should complete at least one significant project during their internship. This requirement is especially important for those continuing on with an existing job (i.e. family farm, etc.). (see Section III. During the Internship p.5).

6. Supervisor Evaluation – During the final week of employment or immediately following, ask your supervisor to fill out the evaluation form. Your supervisor may elect to share feedback with you or send the form directly to the Internship Coordinator (see Section IV. After the Internship p.6).

7. Presentation – Using the documentation/pictures of tasks accomplished, the student will present to their peers on at least one of the following occasions (two are encouraged): classroom or ASM club (see Section IV. After the Internship p.6).

8. Final Report – Building on your initial proposal, a final report will be due the final week of the semester in which you are enrolled for the internship course (see Section IV. After the Internship p.8).
b. Overview of Internship Options

Students registered in the Agricultural Systems Management (ASM) Program are required to complete an internship with at least 400 total hours worked.

Typically, this is achieved through a 10-week, full time experience. The internship may also be arranged for longer periods and may be full or part-time.

Currently, students may complete the total required internship hours through one (or a combination of both) of the following internship options. In their proposal, students will include their anticipated placement and indicate which option has been arranged for their internship:

*Preferred:* Option 1: Future 10 Week Internship, 400 hours minimum
This is the traditional, 10-week, full-time or 10+ week part-time, professional internship. This position is *not intended to be a laborer position* but should include hands-on and/or management aspects.

Option 2: Past Experience 10 Week, 400 hours minimum
In this case the student has completed appropriate work experience, which is believed to fulfill the internship requirements. The student will write a proposal to the internship coordinator for approval. Students must satisfy all requirements described above in I.a.1-8.

c. Example Work Experiences and ASM Curriculum Objectives

The range of activities that ASM students should experience may include:
- Attending weekly meetings and any appropriate management or coordination meetings, including meetings with employees, customers and other constituents of the workplace, as appropriate.
- Completing, updating, and distributing project management communications of various types such as daily field and materials logs, labor logs, inventory, purchase orders, safety inspections, and other documents.
- Observing and/or interacting with various professionals related to the field including agricultural professionals, farmers, inspectors, salespersons, engineers, other management staff, attorneys and related professionals.

ASM students are encouraged to pursue internships that align with personal career objectives and the ASM program curriculum objectives. These objectives may include but not be limited to:
- Ability to identify, evaluate, and solve problems
- Develop effective written AND oral communication skills
• Ability to function on multi-disciplinary teams
• Gain knowledge of contemporary issues/current events related to the industry
• Develop understanding of business and financial aspects
• Enhance metal fabrication skills and overall mechanical (hands-on) ability
• Ability to work with building materials and construction tools
• Knowledge of electrical systems and safe practices
• Implement proper environmental hydrology practices
• Ability to efficiently conduct land surveys
• Comprehension of engines and power transmissions systems
• Ability to manage facilities for agricultural and/or greenhouse production
• Ability to work with building materials and construction tools
• Knowledge of electrical systems and safe practices
• Implement proper environmental hydrology practices
• Ability to efficiently conduct land surveys
• Comprehension of engines and power transmissions systems
• Ability to manage facilities for agricultural and/or greenhouse production
• Ability to manage agricultural machinery and equipment
• Demonstrate knowledge of animal and rural waste management
• Ability to operate and/or service fluid power (hydraulics) systems
• Identify, install/service, and operate precision technology
• Demonstrate safe work practices and awareness of safety and health
• Demonstrate mastery of computer technology (including data management software)

d. Planning Tips Before Your Internship

1. It is understood that students do enjoy completing hands-on work and assisting with tasks; however, any type of on-the-farm or site labor should be partial rather than the entire experience. Seek management experiences such as (but not limited to):
   i. Economic assessment of implementing a new practice, machinery or expansion (i.e. precision technology, grain drying/storage facility, seed savings/yield increase from adding planter with section control)
   ii. Reviewing the organization’s safety practices, identifying weaknesses, and compiling information to minimize risk
   iii. Implementing a new practice, technology, or other relevant upgrade (i.e. reorganization of tool storage area, implementation of a spreadsheet or computer system to monitor inventory)

2. Students should take photos/video of their work environment, job site(s), and other experiences for their ASM 3191 assignments and for their LinkedIn profile or other electronic portfolios. Being able to ‘sell yourself’ is a key aspect to acquiring that dream job.

   Be sure to ASK PERMISSION before taking pictures.
II. BEFORE the Internship

a. Proposal

Before the internship begins, students will draft a 1-2 page, single-spaced, proposal letter, addressed to the Internship Coordinator containing the following:

1. Brief description of the organization, farm or company’s key services and activities (who is the organization, and what do they do?)
2. Supervisor’s name and contact information. This must include the address of your work location(s)
3. Your internship duties (job description, if applicable), your personal goals and expectations, along with a proposed timeline (be sure to use the words “Proposed start date, Proposed end date”)
4. Identification of possible ideas for your project
5. A request for a letter of concurrence (see Section II.b. below)
6. A final paragraph thanking the employer for the opportunity to complete your internship with the host organization [“I am thankful to have the opportunity to complete my internship with a reputable company such as…”]

Use the letter format from ASM 2305. If you would like someone to review your work, send a draft of your proposal to Dewey Mann (mann.309@osu.edu) for review AT LEAST FOUR WEEKS before the end of the semester (semester before your internship). When you are satisfied with the proposal letter, give the proposal to your supervisor AND the internship coordinator (hand deliver or email), and ask your supervisor for a letter of concurrence (see below).

b. Letter of Concurrence

After your employer has an opportunity to review your proposal letter, and if the proposal is acceptable, they need to submit a short note (signed, preferable on company letterhead) to the internship coordinator. It is recommended that you give the employer TWO WEEKS notice (before the internship begins) to submit their letter.

Based on your proposal, the letter of concurrence will serve as an agreement between you and your employer. Communication is key to ensure you get the most from your internship experience. Do not be afraid to embark on new opportunities that might come up during your internship or pick up a broom when needed, but give your best effort to make good on your commitments.
III. DURING the Internship

a. Documentation/Pictures of Tasks Completed

Throughout the duration of the internship, students should document their experiences. This could be accomplished by journaling or keep a detailed log of notes on a daily or weekly basis (i.e. reflection of tasks accomplished, obstacles encountered throughout the week, etc.). While the journal/documentation is not required for a grade, it will provide valuable information for the graded components (e.g. Monthly reports, Presentation).

Always ask permission before taking pictures of facilities and be sensitive of photographing co-workers. It is recommended to use a file shortage/sharing website such as BuckeyeBox or Flickr to organize and share your photos.

b. Monthly Reports

During your internship, send a brief, professional email containing:

- Description of your primary tasks (include a link to BuckeyeBox with photos if applicable)
- Major accomplishments
- Progress on your internship project (see Section III. c. Project)

Reports are due by **midnight**: 2nd Friday (preliminary experience-Month 1), 5th Friday (~½ way point-Month 2), and Final Friday (internship reflection-Month 3).

You’re welcome to ask for assistance with issues if you need advice. Please send your reports directly to mann.309@osu.edu.

c. Project

Students should complete at least one significant project during their internship. Some students find as they earn their employers trust, they are allowed to complete several major projects or tasks throughout the internship. This will depend on many factors; willingness/abilities of the student, availability of tasks, management style of the supervisor.

The Project requirement is especially important for those continuing on with an existing job (i.e. family farm, etc.). The purpose of this requirement is to encourage the student to cross over from being a laborer to more of a manager/organizer. Examples of projects might include, but are certainly not limited to:

- Economic feasibility – Is it cost effective to make change ‘X’
- Fabrication or design – Building something
- Parts/tool organization – Categorization of a product inventory
- Safety plan development or implementation
IV. AFTER the Internship

a. Supervisor Evaluation

During the final week of employment or immediately following the internship, send your supervisor an email thanking them for the internship opportunity, and ask them to fill out the evaluation form (Section V. Grading Rubrics). This form can either be returned to the student or sent directly to the Internship Coordinator: mann.309@osu.edu.

Periodic reminder emails may be helpful to encourage your supervisor to complete the evaluation form.

This feedback may either be shared with the student, or kept confidential. If the employer sends the evaluation directly to the Internship Coordinator, the information will not be shared with the student unless consent is given.

b. Enroll in ASM 3191

Students must enroll in the ASM 3191 – Internship course AFTER or DURING their internship experience. This can be done in either autumn or spring semester, but is encouraged to be completed during the school year after the internship has ended.

The student should evaluate their proposed schedule for the coming autumn and spring semesters using the ASM Curriculum sheet: http://fabe.osu.edu/sites/fabe/files/imce/files/ASM4-yrSemCur13-14%2CSP17.pdf

After reviewing their proposed schedule, the student should communicate with the internship coordinator to select a semester to enroll in the ASM 3191 – Internship course. A Carmen page will be used to communicate deadlines and submit documents such as the final report.
c. Presentation

1. Classroom/ASM Club

The student will develop a 10-15 minute professional presentation (PowerPoint, Prezi, etc.) highlighting their internship experience.

This will be presented to an audience of your peers in either a 2305 class or at an ASM club meeting. To schedule your presentation, contact the internship coordinator with your request. The internship coordinator will put you in contact with the proper individuals.

The presentation should include similar information that will be in your final report in roughly this order:

i. Title slide (your name, business or company name(s), dates of internship experience)
ii. Summary slide – Suggested points to be included:
   • How you found the internship
   • Overview of the company and your position
   • Description of primary tasks
   • Major accomplishments and learning experiences
   • Recommendations
   • Conclusions
iii. How you found the internship
iv. Overview of the company and your position
v. Description of primary tasks
vi. Major accomplishments and learning experiences
vii. Recommendations to future students (focus on your audience)
viii. Conclusions (suggestions, most interesting, best part, biggest learning experience)

Recommendations for presentation layout slide: Utilize many images with limited text (bullets)

Your audience wants to see images of what you did. Use pictures of jobsites; your supervisor and co-workers; the company’s office or headquarters; the company logo; the equipment and materials used; and past projects.

Your audience can read faster than you can speak, so avoid filling up your slides with text. Your audience is interested in what you have to say about your experience. Tell them your story.

Dress for the presentation is business casual (button up or polo shirt - tie or scarf optional). Use professional language and behavior during your presentation. You are a role model for younger, inexperienced students.
d. Final Report

At the completion of your internship experience, after you have enrolled in ASM 3191, you will be expected to submit a 3 page, single spaced memo report that includes the following headings:

i. How I found my internship
ii. Overview of the company and my position
iii. Description of primary tasks
iv. Major accomplishments and learning experiences
v. Recommendations to future students (focus on your audience)
vi. Conclusions (suggestions, most interesting, best part, biggest learning experience)

Keys to a Successful Internship:
• Plan EARLY
• Communicate with: Potential employers, Internship Coordinator, parents/roommates
• Document what you did
• Turn everything in ON TIME

GOOD LUCK!!!
V. Grading Rubrics  
a. Supervisor Evaluation

**Supervisor Evaluation of Student Performance**

**Supervisor / Evaluator Information:**

| Name: | ________________________________ | OSU Email: | ________________________________ |
| Company: | ________________________________ | Major: | ________________________________ |
| Title: | ________________________________ | Rank: | ________________________________ |
| Phone: | ________________________________ | Work Term: | ________________________________ |
| Email: | ________________________________ | |

*Instructions:* At the end of each work term (semester), the student’s immediate supervisor should evaluate the student, comparing him/her with other students of comparable academic level. We encourage you to discuss the evaluation (this form or a company form) with the student before the student returns to campus.

**WORK PERFORMANCE**

Please rate the student’s work performance in each of the following areas:  
- **Outstanding** Results achieved far exceed expectations for position and clearly moved the organization forward. Performance standout as being exceptional.  
- **Very Good** Results exceed expectations for position and are clearly identifiable. Performance exceeds normal expectations.  
- **Satisfactory** Fully meets expectations for this position in all key areas. No major errors of execution or strategy.  
- **Learning/Marginal** Performance is typical of learning a new job, or performance is sufficient to fulfill some basic job duties but improvement, growth and development are expected for continued employment.  
- **Unsatisfactory** Level of performance is below minimum requirements for this position.

<table>
<thead>
<tr>
<th>Attendance/Punctuality</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Learning/Marginal</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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<td>Dependability</td>
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<td>Attitude/Application to work/learning</td>
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<td>Acceptance of Feedback</td>
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<td>Overall performance</td>
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What were the student’s primary responsibilities/objectives this term?

How well did the student perform these responsibilities/objectives?

Were there any notable contributions from the student this term? Do you have suggestions for improvement/growth?

Is the student eligible for a return assignment?  
☐ Yes  ☐ No (why?)

This evaluation has been or will be discussed with the student?  
☐ Yes  ☐ No

Has a full-time offer been extended?  
☐ Pending/NA  ☐ Yes  ☐ No

If offer was extended, what was the student’s response?  
☐ Pending/NA  ☐ Accepted  ☐ Declined
# ACADEMIC PREPARATION

The Agricultural Systems Management program administrators would appreciate your input to help improve our curriculum. For each of the following learning outcomes, please rate the preparation of the student you supervise:

<table>
<thead>
<tr>
<th>Ability to identify, evaluate and solve problems</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>Ability to plan and/or manage (Note: The topics listed below represent classes in the order that students will typically take them; students may not have experience with all courses at the time of their internship. Some topics may not be within the scope of the internship and should be marked N/A):</td>
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<td>• Environmental hydrology</td>
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<td>• Land surveying</td>
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<td>• Metal fabrication</td>
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<td>• Animal and rural waste management</td>
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<td>• Agricultural machinery</td>
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<td>• Water management</td>
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<td>• Precision agriculture</td>
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<td>• Fluid power and electronics on ag machinery</td>
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<td>• Agricultural safety and health</td>
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<td>Effective WRITTEN communication skills</td>
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<td>Effective ORAL communication skills</td>
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<td>Demonstrates safe work practices and awareness of safety and health</td>
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<td>Ability to function on multi-disciplinary teams</td>
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<td>Understanding of professional and ethical responsibility</td>
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<td>Knowledge of contemporary issues and current events</td>
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<tr>
<td>Understanding of business and financial aspects of professional practice</td>
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<tr>
<td>Ability to plan, schedule and complete projects</td>
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<td>Ability to use computing technology, including appropriate software</td>
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<td>Ability to complete hands-on tasks</td>
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</table>

What curriculum changes (if any) would better prepare future students for employment with your company?

Signed ____________________________ Date: ____________________________

*(Immediate Supervisor) please provide a business card*

*Thank you for taking the time to complete this form!*

590 Woody Hayes • Columbus, Ohio 43210 • Fax 614/292-9448 • http://fabe.osu.edu
# Internship Presentation Evaluation

**b. Classroom/ASM Club Evaluation**

**THE OHIO STATE UNIVERSITY**

**College of Food, Agricultural, and Environmental Sciences**

Student: _____________________  Company: _____________________  Score (Out of 100): ______

<table>
<thead>
<tr>
<th>PROFESSIONAL APPEARANCE (10pts)</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM: Business casual (collared shirt; tie optional)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Well groomed, neat, clean, looks professional</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIGN/ QUALITY OF PRESENTATION (35pts)</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visually appealing—emphasis on images and limited text</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bold, sharp, crisp images used</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Effective use of color—high degree of contrast between text and background</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Consistent format throughout presentation</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>The product reflects planning and adequate preparation</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Free of grammatical errors and spelling errors</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTATION SKILLS (25pts)</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction grabs audience's attention and informs them of the purpose</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Slides/visuals complement the speaker’s points (not used as notes for speaker)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Student addresses all members of the audience and makes eye contact with audience</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Evidence of YOU ATTITUDE—focused on audience’s needs and how information will benefit the audience</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Clear introduction, body and conclusion</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTENT (20pts) — During the presentation, the student effectively communicates:</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How student found their internship</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Major tasks and duties</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Significant learning experiences and accomplishments</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Recommendations for fellow students</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OVERALL QUALITY</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall quality and effectiveness of presentation (10pts)</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>