



Department of Human Development & Family Science
University of Missouri

Graduate Internship Handbook

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Purpose of the Internship

As a graduate student in the Department of Human Development and Family Science, the internship experience has three goals to help you in your program and your career. First, the internship helps you gain first-hand knowledge and skills working with an age group or population of interest. Second, because you are a graduate student, you are also expected to gain skills in administration, supervision, or management of programs. Third, the internship provides an opportunity to integrate academic theories and concepts with work experience. These goals are important as you plan your career and go on the job market.

As you complete your internship, you will:

- gain new knowledge about the age group and/or population of interest;
- use academic knowledge and apply professional skills as you work with the age group and/or population of interest;
- work with professionals who will serve as your mentors;
- discover and enhance your strengths and identify and work to correct areas needing improvement; and,
- evaluate potential career choices and further define your career goals.

In addition, it is your responsibility to:

- find an appropriate internship site
- select a willing site supervisor who will supervise and evaluate your work
- ensure the site will allow you experiences commensurate with being a graduate student
- analyze and integrate the broad range of experiences you will have;
- communicate with your adviser about your activities, successes, and any problems with which you need assistance; and,
- provide your adviser with information that will aid in evaluating your progress, performance, and overall experience.

Overview of Internship Requirements

1. Six months prior to the term in which you enroll, contact your adviser and start searching for internship sites.
2. Select a site and ensure that internship tasks and internship project will be commensurate with your education level (at least 75% of your time will need to be doing productive work; no more than 25% should be on menial tasks).
3. Form a graduate committee, chaired by your adviser.
4. Submit Form A and internship goals and objectives to your adviser.
5. Complete the internship proposal and Form B and send them to your committee for approval; submit the M2.5 form.
6. Start internship work; submit journals to your adviser.
7. Complete internship project. Finalize the internship paper, project deliverables, and Forms C and D, and send them to your committee.

8. Defend the internship experience and paper to your committee. It is your responsibility to schedule the defense and reserve a room in advance.
9. Submit the M3 form to the Director of Graduate Studies.

Types of Placements

The internship is largely an independent undertaking. The success of your experience depends on several factors: what you want to learn, your approach and commitment to gaining new knowledge, how well your goals match those of your placement site, and how much effort you are willing to invest in accomplishing these mutual goals. Your adviser can help you think through the kind of experience you want, but the quality of your overall experience is largely up to you.

Students may seek opportunities through many different agencies, programs, and projects. Internships generally fall into one of the following categories and may include some of the tasks listed as examples:

- Administrative – Work with non-profit agency administrators or support programs
- Community Development – Network with referral agencies, community professionals
- Intervention Programs – Learn intervention techniques, participate in home visits, staff emergency hotlines
- Age-Related Programs – Perform developmental assessments, plan and implement activities for children, youth, or elders; or educate parents and caregivers
- Parenting/Family Programs – Educate/provide support to parents or caregivers dealing with specific issues (e.g., caregiver support group, lending library)
- Public Policy/Advocacy – Work with legislators, advocacy groups, or officials in city, county, or state government focused on particular age groups (e.g., child advocacy, LBGTQ issues, elder issues)

Remember, no matter where the placement, your internship tasks and time must be spent largely in activities appropriate for a Master's student.

Internship Eligibility

HDFS 8972 Internship is considered a capstone experience for your Master's degree. As such, you must have completed (or be nearing the end) of your coursework and have submitted your M1 form.

Required Hours per Credit

You will enroll in HDFS 8972 for up to six credit hours; your adviser needs to approve how many credits. You are required to complete 40 hours of work per credit hour; most students enroll for 3 credits and complete 120 hours. You can schedule the 120(+) hours in any way that suits you and your site supervisor, but during Fall and Spring semesters it must last at least 8 weeks and during the Summer it must last at least 6 weeks. Most students divide the total hours

evenly by the number of weeks in the semester, but there is some flexibility. Prior to confirming a site, you need to ensure the site will have enough work for you to do to fulfill the requirements.

Enrollment Process

After discussing your internship plans with your adviser, email the HDFS administrative assistant *and* your adviser with the following information:

1. The course number: HDFS 8972
2. The section number that corresponds to your adviser's section. This information can be found on MyZou.
3. The semester for which you are enrolling

The administrative assistant will provide you a permission number.

Placement Process

It is your responsibility to find an internship site that meets the requirements of the internship and that matches your interests and career goals. Finding an appropriate site and getting approval from your adviser and graduate committee can take several months; talk to your adviser and start the process **at least six months prior** to the term in which you want to enroll.

There are a variety of ways to learn about possible sites, including a binder in 314 Gentry, the MU Serves website (<https://muserves.missouri.edu/>), and an internet search using appropriate terms (e.g., "CityName youth programs," "CityName United Way," "CityName parent programs").

Approach your placement search much like a job search (in fact, some of our interns have been offered jobs at their sites). Contact several sites of interest to see if they offer internships. Be persistent when making initial contacts. Ask supervisors when you should call back to follow up; do not expect them to reach out to you. For those seeking placements in and around Columbia, it is important to remember you may be in competition with students from other departments. Plan early and market yourself well! Whether or not you are selected will depend on potential sites' needs and perceptions of the supervisor at the site. Research the site in advance to familiarize yourself with its mission and approach. Self-confidence, a well-developed personal and professional philosophy, professional appearance, and some knowledge of the agency are all key factors that can give you an edge. Remember your interactions are also a reflection of HDFS as a department.

The interview or initial meeting is an opportunity not only for the site supervisor to get to know you, but also for you to see if the site is a place you really want to work. Arrive with questions in mind so you can learn more about the site and to help demonstrate that you made an effort to learn about the site. Be sure to discuss internship requirements, including total hours needed, what you hope to gain from the experience, and possibilities for projects. This will help you determine if the site will be able to help you reach your goals. Confirm, too, that you can adhere to the required 75% of time being devoted to working with the target audience and directly applying your HDFS knowledge. No more than 25% of your time should be devoted to "support"

activities like paperwork, photocopies, and filing. Offer to send a résumé in advance of your interview, or take a copy with you to your initial meeting. A well-written résumé will be essential in seeking a position after graduation, so this will give you a head start in that process. Typically résumés do not list specific coursework, but for your internship résumé, you might consider listing relevant HDFS courses to give them a better idea of your qualifications. Visit the MU Career Center web site for résumé writing tips, as well as for information about preparing for job interviews: <https://career.missouri.edu/resumes-interviews/>. Note: As in a regular job search, it might be necessary to alter your résumé some to fit each site.

**Note that each of the forms and assignments explained below is to be submitted to your adviser via email attachment.*

Completing Required Forms

Form A: Internship Agreement Form

This form should be considered your contract between yourself, your site supervisor, and the adviser. The site supervisor should be someone who will be present to observe your efforts and progress throughout the semester. Form A should provide contact information for your site supervisor so your adviser can contact him/her if needed throughout the semester. The goals and objectives and Form A should be submitted together to your adviser.

Internship Goals and Objectives

Your goals and objectives **must** be approved before you can begin accumulating hours. Goals are long-term plans you want to accomplish, and objectives are the specific tasks you will complete to achieve your goals. In other words, goals are the “what” and objectives are the “how.” In order to optimize your internship experience, it is important to identify realistic, concrete, and achievable goals and objectives. Talk with the site supervisor about your interests and abilities so that person can assign responsibilities and arrange experiences that will help you work toward your goals. Goals and objectives often go through a revise and resubmit phase before they are approved, so it is important to submit them as soon as possible after your site is secured so you can begin accumulating hours as close to the beginning of the semester as possible. This is especially important for students completing their internship during summer semester.

Writing Your Goals and Objectives

Below are some examples of goals and objectives to help direct you. Given that your goals and objectives must be approved before you begin keeping track of your hours, you may not yet know your specific duties. Identify goals you hope to accomplish and talk with your supervisor about specific duties that might help you reach those goals.

- Develop specific job competencies: Gain experience interacting with persons of a particular age group and understanding the specific needs of these individuals.

- Apply HDFS coursework: Use notes from past HDFS classes, textbooks, or information from peer reviewed journal articles and apply that information in real life settings.
Under each goal, there must be at least one objective that addresses this example in order for your objectives to be approved
- Explore careers: Observe the daily work of professionals in your area of interest or gain knowledge of potential career opportunities.
- Practice interpersonal skills: Learn how to deal with stress in work relationships, how to communicate what you know to others, or learn how to handle constructive criticism.
- Learn from the local environment: Understand the unique history of an agency or organization, or become more familiar with other resources in your area.
- Take responsibility: Learn how to manage your time and effort to meet a demanding schedule, or how to take initiative in completing a challenging task.

Use action verbs to describe your objectives, such as:

integrate	interpret	obtain	conduct
improve	practice	prepare	identify
evaluate	develop	apply	communicate
determine	translate	analyze	organize
synthesize	observe	demonstrate	examine
differentiate	explain	articulate	assess

The goals and objectives document should be roughly one page and should follow the following format:

First, provide a brief paragraph describing your site, its mission, target audience, and how. Include a brief explanation of your responsibilities.

Next, identify about 3-4 overarching goals you have for your internship experience. Think about what you would like to accomplish (e.g., learn professionalism, explore career options, understand how non-profit human service agencies work), or think about your primary tasks/responsibilities (e.g., to provide community resources to families, to guide at-risk youth, to plan a family services event). These will help you formulate the objectives.

Under each goal, identify 3-5 measurable, concrete, and attainable objectives required to accomplish the goals. Think about your actual responsibilities. For example, will you be shadowing professionals of different disciplines, completing an orientation or training, researching community resources, or interacting with clients or assessing their needs? Think also about the requirements of the internship, like meeting regularly with the site supervisor, completing all journals and paperwork by deadlines, assessing the needs of the agency and completing a project to meet that need (for internship students only). Ask yourself what people will see you doing that will demonstrate you are accomplishing a specific goal. Further, try to emphasize your work with family relationships, identify HDFS concepts/theories you foresee using during your experience, and identify skills that will be developed.

Sample Goals and Objectives

I. Provide community resources for families based on their needs

- a. Talk with site staff to better understand common stressors clients face
- b. Actively listen to clients to identify needs and awareness of available resources
- c. Gain knowledge about available resources to help parents and families with needs, such as shelter, bus passes, and food
- d. Consider client families' barriers given knowledge gained in HDFS 4700

This goal will allow me to help the families manage crises by providing referrals and resources to assist them in managing stressors. This objective will also allow me to apply my knowledge of stress and coping concepts and theory in order to identify families' needs and appropriate resources.

II. Assess youth needs to promote positive youth development

- a. Talk with youth enrolled in the program to understand their needs
- b. Connect youths' environmental factors, such as availability of community resources, with the child's current state of well-being in my journals to explain the relationship between the two
- c. Apply information learned in HDFS 3430 to help assess youths' behaviors

This objective will allow me to measure youth development and understand how factors such as family dynamics and environment can affect development.

III. Practice professionalism in a youth services agency

- a. Demonstrate professional qualities such as being punctual, dressing appropriately, and engaging with colleagues in a professional manner
- b. Meet regularly with site supervisor for feedback
- c. Uphold site policies, including client confidentiality
- d. Challenge myself to demonstrate initiative in my efforts

This objective will allow me to practice skills necessary in my future career.

Note: When listing objectives, responsibilities, etc. on documents like this or your résumé, be consistent in tense. For example, above all bulleted items are present tense.

Form B: Course Completion Schedule

Because internships are highly individualized, Form B is designed to help you adhere to your deadlines throughout the semester. Because you know your schedule, you are expected to complete Form B and submit it to the adviser so due dates can be monitored. Failure to comply with the deadlines set in Form B can result in an unsatisfactory course grade. Form B must be signed before it is turned in to the adviser.

Form C: Time Sheets

Time sheets will be submitted with journals throughout the semester. Form C is provided to help you keep track of your hours. But some placement sites have their own record keeping system. If you can provide copies or images of those timesheets, they can be used in place of Form C. Your site supervisor will need to sign off on your hours each time they are submitted.

Form D: Supervisor Evaluations for Mid-term and End of Semester

Form D is to be completed by your site supervisor for both your mid-term and final evaluations. You and your site supervisor should discuss the completed evaluation together and then you both sign the forms. There is also space for you to write a reaction to the feedback. If specific areas of improvement are noted on your mid-term evaluation, be sure to focus on these areas during the remainder of the semester.

Internship Project

A major aspect of your internship experience is the creation and implementation of a project for your internship site. This project needs produce a tangible, evidence-based contribution to the internship site that demonstrates your knowledge and expertise of your program curriculum, and fits a program/agency need. Examples of internship projects include the development of a newsletter or brochure, training sessions, or a workshop. To formulate your project idea, consider both the skills you need to practice and the insight from your internship supervisor about what may be most needed at the site. These conversations will happen as you plan the internship, goals, and objectives. *The internship project must be proposed and approved by your committee prior to accumulating hours.*

Internship Proposal Paper

Once the project idea has been agreed upon by you, your site supervisor, and your adviser, you must write a formal proposal of the project to be submitted to your committee for feedback and approval. *The proposal forms the basis of your final paper; only submit a polished proposal.*

The project proposal is a 10-page paper that includes the following components:

- (a) Literature Review. Review the scholarly literature related to the project, the population being served, and/or the internship site. Identify, describe, and incorporate theory throughout this section. The literature review and theory will be used, in part, to justify the proposed internship project.
- (b) Proposed Internship Project. Describe and justify the project, and describe how it will be developed. This section may also include a brief overview of your proposed internship experience (including key goals and learning objectives).
- (c) Implementation and Evaluation Plan. Describe how the project will be implemented, including when, where, and for whom. Include how the project will be evaluated and how you will use the feedback. TIP: Be sure to match the goals of the project to the evaluation process.

Please use the Internship Project Proposal Rubric (Appendix B) to guide your work

Submit your polished proposal paper to your committee members via email attachment. Within two weeks of submission, your committee members will respond with feedback, questions, and ideas to help guide your project and your internship at general. Once they approve, submit the M2.5 form to the Director of Graduate Studies. At this point, you are ready to begin working at your internship site.

Final Internship Paper

Near the conclusion of your internship hours and after you have implemented and evaluated your project, you will submit the final internship paper. The final paper is a revision of the proposal paper. It will incorporate key internship experiences (including whether key goals were met), the completed implementation and evaluation process, a summary of evaluations, and suggestions to improve project implementation. Use the Internship Final Paper rubric to guide your work; it can be found in Appendix B of this handbook.

The final internship paper, along with a sample or copy of the finished internship project, project supporting documents, and internship documents/forms, will be submitted to your committee for review two weeks prior to the oral defense of the internship experience. You are responsible for coordinating a time and securing a location for the defense. Your defense of your internship and project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical. *Please note: if you want to complete your internship in the summer, you must first ask your committee members if they are willing to meet in the summer. Not all faculty are on 12-month appointments.*

Once you have successfully defended the final paper to your committee, your committee members will sign the M3 form. Submit this form to the Director of Graduate Studies.

Journals

Students must complete a journal about every 15-25 hours of work (i.e., the deadlines specified on Form B). Your descriptions should give a record of your accomplishments, experiences, observations, reactions, and insights, along with any questions you have as a result of your experiences. The goal of the journals is not to describe every observation or accomplishment, but rather to highlight information relevant to HDFS coursework. Unless otherwise specified by the adviser, journals should be submitted via email by the deadlines you list on Form B. Label the weeks by date and note the cumulative number of hours you have completed on each journal. Confidentiality of clients should be maintained through the use of initials or made up names when reference is made to specific clients or staff in your journal.

Journal Formatting Requirements:

Journals should be two to three full pages of text plus the reference page. Your journals should be typed, double-spaced, 12-point Times New Roman font with 1" margins. Each journal should include a brief introduction. The body of the journal should focus on two or three specific experiences that were significant to you and showcase how your HDFS background applies. As you describe those experiences, integrate relevant course notes, textbook material, and related peer-reviewed journal articles to illustrate how HDFS concepts and theories are illustrated. For example, you could compare and contrast your experiences with what you learned in a particular course lecture or perhaps the results of a relevant research study. The conclusion should provide a brief summary of your paper and provide further insight into your experiences (e.g., new learning, challenges, progress in meeting your learning objectives).

Each journal should include in-text citations and a reference page in APA format (at least two references per each journal). Students should reference textbooks, prior course lectures, and peer-reviewed journal articles when writing the journals (course notes can be cited with the course number and date of the lecture). Students enrolled in HDFS 8972 are expected to reference at least one peer-reviewed journal article in each journal.

Final Grade Process

The internship is graded as Satisfactory/Unsatisfactory. The adviser will assign the grade based on your completion of journals, papers, project, and defense, as well as your site supervisor's evaluations.

Maximizing Your Opportunities

- 1. Plan your internship in advance.** It takes time to locate a site and to develop goals and objectives. You should begin thinking about the placement process six months before you plan to enroll. Consult with your academic advisor about this for suggestions. Most placements can accept a limited number of students, so you need to begin the process early.
- 2. Learn what you can from your supervisor, colleagues, target audience, and others.** While participating in your internship, you may have the opportunity to meet various professionals in your area of interest. Use this opportunity to help you begin cultivating a contact network. Talk with individuals who have positions that are of interest to you to learn their likes and dislikes, and to learn what courses or other internships they recommend you complete. Often they will be of assistance in helping you determine what skills and background are necessary to do well in that type of work.
- 3. If you don't know something, ask!** One common evaluation comment is that students need to be more assertive or outgoing, especially early in the semester. One benefit of completing an internship is it gives you the opportunity to gain new knowledge and skills in a work setting. You cannot do this if you do not ask questions. However, choose the right time to ask questions of your supervisor. Pay attention to your supervisor's work style, busy times of day, and preferred method of communication. It is highly recommended that you schedule weekly conferences with your supervisor to address challenges and to ask questions and obtain feedback.

4. All jobs require routine work; do your share, but do not become a “gopher.” Recognize that all jobs require some tedious work at times, and in many cases this menial work is just as important as the bigger tasks. Do these tasks efficiently to demonstrate your ability to complete more challenging assignments. Remember the 75/25 split of primary work and support work. If you find you are doing too much support work and are having difficulty achieving your goals and objectives, it is your responsibility to talk with your site supervisor and ask for additional responsibilities. If handled professionally, most supervisors will respect and appreciate your initiative and tactful assertiveness. If you have tried this approach and still believe you are not able to meet your stated goals and objectives, talk to your adviser.

5. Look and act like a professional. If you dress and behave like a professional, you will more likely be treated with respect by your supervisor and others at the site. Always be punctual, work efficiently, take responsibility, and show initiative. Many sites prefer you wear business or business casual clothing, but others may have more relaxed standards. Dress professionally during your initial meeting and pay attention to how others are dressed in that setting. If you are not sure how you should dress, ask!

6. Be enthusiastic. Enthusiasm is contagious! You can make a real difference in the atmosphere at your site by showing genuine enthusiasm for your work. Enthusiasm is a quality that supervisors appreciate, and one that future employers will be looking for.

7. Set weekly goals. It is easy to lose sight of your overall goals and objectives if the only time you think about them is when you are filling out the agreement form or when writing your final paper. By setting weekly goals, you should accomplish more, and you can avoid the “waiting for work” trap. Be proactive and take the initiative to seek out opportunities to learn. Do not just wait for your supervisor to assign tasks to you; ASK to be included in activities of interest. If you take the responsibility to set weekly goals for yourself and communicate those goals to your supervisor, your internship should be a much better learning experience.

Conclusion

After you have completed your placement, write a letter of appreciation to each of the professionals with whom you worked closely. Recognize that they voluntarily accepted a responsibility to contribute to your education and devoted time and effort in addition to their normal workload to make it worthwhile for you.

If your regular feedback from your supervisor has been positive, you might request a letter of recommendation for use when seeking future employment.

The faculty in the Department of Human Development and Family Science hope that your investment in the internship experience will yield great returns. We wish you success and satisfaction in your work!

Appendix A: Forms

HDFS Internship Agreement Form

Name: _____

Student number: _____ **Term:** _____ **Credits:** _____

Site Supervisor Contact Information

Placement Site: _____

Address: _____

Site Supervisor Name: _____

Title: _____

Phone number: _____

Email address: _____

Division of Responsibilities

Student Responsibilities

1. Work _____ hours from _____ to _____ for _____ credits.
2. Locate an appropriate internship site, discuss course requirements with site supervisor, and obtain adviser's approval.
3. Submit completed Forms A, B, and the goals and objectives. I understand the goals and objectives MUST be approved by the adviser before I begin counting my hours.
4. Complete and submit journal assignments and time sheets by the dates on Form B.
5. Complete and submit Form D-Supervisor Evaluations by the dates on Form B.
6. Write and submit my final paper two week before the oral defense.
7. Speak with my site supervisor about a useful project
8. Meet regularly with my site supervisor to get feedback and put those suggestions into practice to improve my efforts.
9. Keep the adviser informed about my progress, problems encountered, changes significant to the experience, new developments, and related matters.

Site Supervisor Responsibilities

1. Orient the internship student to the site.
2. Provide opportunities for the fulfillment of the student's goals and objectives.
3. Meet regularly with the student and provide individual guidance.

4. When feasible, facilitate the student's participation in staff/employee activities of a professional nature.
5. Contact the adviser regarding any concerns or to discuss ways the adviser may assist the student achieve his/her goals and objectives.
6. Complete a written evaluation of the student (mid-term and final).

Adviser and Committee Responsibilities

1. Assist in the internship placement process and give final site approval.
2. Evaluate all written assignments and evaluations.
3. Maintain contact with the student and site supervisor (as needed).
4. Chair the student's committee
4. Assign a grade (satisfactory/unsatisfactory) after student completes his/her internship.

Form B: Course Completion Schedule

Student: _____

Site: _____

Site Supervisor: _____

PLEASE NOTE: After confirming your internship schedule, enter dates below. Journals are due about every 15-25 hours. Most students will only write 6, but some might need to complete 8. Students cannot complete internships in less than 8 weeks during Spring and Fall semesters.

ITEM DUE	DATE DUE
Journal 1	
Journal 2	
Journal 3	
Journal 4	
Journal 5	
Journal 6	
Journal 7 <i>(optional)</i>	
Journal 8 <i>(optional)</i>	
Site Supervisor Mid-term Evaluation (Form D)	
Final Paper	
Oral Defense	
Site Supervisor Final Evaluation (Form D)	

Student signature: _____ Date: _____

Form C: Internship Time Sheet

Student: _____

Site: _____

	WEEK # _____	DATES	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
WEEKEND			

	WEEK # _____	DATES	HOURS WORKED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
WEEKEND			

Cumulative total to date: _____

Student signature _____

Supervisor signature _____

2. Potential in professional field

1 2 3 4 5NA

E. What do/did you value most about this student?

F. In what ways can the student improve herself/himself?

G. Other comments.

H. Student reaction to supervisor evaluation:

Supervisor Signature Date

Student Signature Date

***NOTE: This form can be returned to the student for submission, or if preferred it may be sent to the adviser via email*

Appendix B: Rubrics

Internship Proposal Rubric

Criteria	Weight
Introduction	30
<ul style="list-style-type: none"> • Purpose of the paper is clearly identified • Paper purpose is justified using current literature, theory, and/or experiences from the internship site 	
Literature Review: Research and Theory	30
<ul style="list-style-type: none"> • Presentation of relevant literature is logical and integrative across sources • Literature is presented in thematically-relevant ways • Current literature, scholarly research, and primary sources are used • Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper. • Research and theory are appropriately used to explain the project components • Links between research, theory, and the project are explicit 	
Project Implementation and Evaluation	30
<ul style="list-style-type: none"> • Describe how the project will be implemented • Describe how the project will be evaluated 	
Style, Format, Grammar, Cohesion	10
<ul style="list-style-type: none"> • APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant 	

Final Internship Paper Rubric

Criteria	Weight
Introduction	30
<ul style="list-style-type: none"> • Purpose of the paper is clearly identified • Paper purpose is justified using current literature, theory, and/or experiences from the internship site 	
Literature Review: Research and Theory	30
<ul style="list-style-type: none"> • Presentation of internship experiences and relevant literature is logical and integrative across sources • Literature is presented in thematically-relevant ways • Current literature, scholarly research, and primary sources are used • Theory or theories (or other relevant frameworks) used are appropriate to the topic, thoroughly described, and accurately applied. Theory is integrated throughout the paper. • Research and theory are appropriately used to explain key internship experiences and the project components • Links between research, theory, and the project are explicit • Feedback from the proposal is thoughtfully addressed 	
Project Implementation and Evaluation	30
<ul style="list-style-type: none"> • Describe how the project was implemented, and explain any changes from the initial implementation plan • Describe how the project was evaluated, and explain any changes from the initial evaluation plan • Summarize the main points of the evaluations; use feedback to make suggestions to improve the project • Supporting documents are provided as appropriate (e.g., forms, learning objectives, evaluations, time sheets, and journals from the internship) 	
Style, Format, Grammar, Cohesion	10
<ul style="list-style-type: none"> • APA style and formatting is used throughout; • Writing is clear, coherent, logical, and professional in style; references are current, scholarly, and relevant 	