

ELPS 606 Internship Portfolio Rubric			
	1 Does Not Meet Expectations	2 Meets Expectations	3 Exceeds Expectations
Coverage of Standards	Experiences do not demonstrate that three elements for each of the CO standards have been met.	Experiences demonstrate that three elements for each of the CO standards are met.	Experiences demonstrate that more than three elements for each of the CO standards are met.
Documentation of Experiences	Documentation of internship activities is not clearly presented through reflective journaling and/or logs and artifacts do not demonstrate student participation in activities for the targeted competencies.	Internship activities are clearly documented through artifacts, reflective journaling, and/or logs to demonstrate completion of targeted competencies for each standard.	Relevance and quality of experiences are fully and clearly documented through artifacts, reflective journaling, and/or logs.
Quality of experiences	Student experiences do not demonstrate exposure to basic administrative roles and functions, leadership nor managerial elements necessary for daily school/district operation.	Student experiences demonstrate exposure to basic administrative roles and functions, including leadership and managerial elements necessary for daily school/district operation.	Student experiences demonstrate an exposure to a wide array of administrative roles and functions, including leadership and managerial elements that contribute to a healthy school learning culture through the change process.
Completion of clock-hour requirements	Clock-hours are undocumented or partially documented and do not meet licensure requirements.	Time and activities are documented and fulfill the licensure requirement.	Time and activities are fully and clearly documented and fulfill the licensure requirement.
Demonstrated Learning	Student learning is not demonstrated through reflective journaling, commentary, and/or final essay.	Student learning is demonstrated through reflective journaling, commentary, and/or final essay.	Student learning is fully and clearly demonstrated through reflective journaling, commentary, and/or final essay.
Supervisor Relationship	The student did not communicate with the field and/or university supervisor to structure intern experiences.	The student communicated adequately with both the field and university supervisor to structure intern experiences.	The student worked closely with both the field and university supervisors to structure and evaluate intern experiences and learning.
Leadership Potential	Weak/Limited—Intern demonstrated significant weaknesses in multiple areas during internship experiences/activities.	Adequate—Intern demonstrated adequate capability in each standard area.	Strong—Intern demonstrated a high level of leadership in multiple areas throughout the internship experiences/activities.
Students must achieve a 2 in each category to receive a passing grade for the internship experience.			

Student:

Semester:

Evaluator:

Notes: