Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRADING RUBRIC FOR PORTFOLIO**

Each student will submit a portfolio reflecting their internship experience. Please upload in a PDF format as a single document.

Please submit this rubric with your completed portfolio by the due date listed on the course calendar.

|  |  |  |
| --- | --- | --- |
| **Binder Content Item** | **Points Allowed** | **Points Earned** |
| The Portfolio is organized and contains the following:* Cover page (include on the front of your binder)
* Table of contents with appropriate tabs
* Resume
* Cover Letter
* A short narrative on your beliefs about the value of long term care
* Internship Agency Description
* Completed Internship Time Sheet
* Internship reflections
* Evaluation: Internship Evaluation Tool
 | 430 |  |
| All entries are free of typographical and grammatical errors | 50 |  |
| Neatness and cohesiveness | 15 |  |
| **Total Points** | 495 |  |