Evaluation Form for the Internship Reports

Name _____ Grade _____ Late _____

Content. Does the report meet the specifics of the assignment? Is the report adapted to a specific audience, purpose, and scope?

1 2 3 4 5

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Organization. Does the report contain an adequate introduction, body, and conclusion? Is similar information grouped logically? Are there overviews and summaries for each section?

1 2 3 4 5

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Style. Is the report well written? Is the report free of grammar, spelling, and punctuation errors? Does the intern demonstrate the writing skills that would be expected in a professional setting? Is the report interesting yet professional in tone? Is there adequate support (description, examples, sources) for the student's claims and conclusions?

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Presentation. Does the report follow standard writing conventions in format and citation style? Is information accessible? Is the report professional looking?

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