

SUMMER PRACTICE REPORT GRADING RUBRIC

Name of the student _____ Company _____

Content (80 points)

For detailed information about content expectations, make sure you refer to "Summer Practice Report Guidelines". At a minimum, please ensure that:

- Purpose of your report is clearly stated
- Content expectations (specified in the "Summer Practice Report Guidelines") is fulfilled through comprehensively discussing the following points:
 - Part I
 - Description of the company/institution
 - Description of the design, structure and governance of the company/institution
 - Part II
 - Detailed information about the department where the internship is completed
 - Detailed information about tasks/duties conducted (in reference to weekly notes)
 - Part III
 - Positive and negative experiences during the internship
 - Your contributions to the department/organization
 - Contributions of the summer practice to your professional development
 - Recommendations

Formatting (20 points)

For detailed information about formatting expectations, make sure you refer to "Summer Practice Report Guidelines". At a minimum, please ensure that:

- Your writing is precise/to the point
- Your report sustains reader's attention
- Ideas are logically developed and justified
- Sentences and paragraphs are logically organized and connected
- Your report adheres to the appropriate format specified by the guidelines
- Your report is accurately and professionally formatted as specified in the guidelines
- Your report uses a range of advanced level formal vocabulary accurately
- Your report uses appropriate business jargon/terminology
- Your report is free from grammatical errors
- Language used in the report is audience appropriate
- Information is displayed adequately with appropriate techniques (e.g., graphs, tables, figures)
- Information is presented clearly (e.g., clear titles, labels, appropriate values, notations)
- Graphs/tables/figures etc. are connected with the relevant ideas in the body of the report