

## OSU Department of Horticulture Internship Grading Rubric

Assignment Component	Excellent (90-100)	Good (80-89)	Fair (70-79)	Unacceptable (69 or below)	Score
<b>Learning objective 1 - Describe the characteristics of the horticulture operation where the internship is completed.</b>					
Description of the physical makeup of the operation (5%)	Student's manuscript describes the physical makeup of the operation (to include, but not limited to its history, size, location, site features (e.g. soil, water), structures, equipment, and the surrounding environment).	Student's manuscript is missing description of 1-2 items from the "Excellent" column.	Student's manuscript is missing description of 3-4 items from the "Excellent" column.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$  (section score)
Description of what the operation does (5%)	Student's manuscript describes all of the products and/or services the operation provides.	Student's manuscript is missing description of some (1-2) of the products and/or services the operation provides.	Student's manuscript is missing description of a significant portion (3-4) of the products and/or services the operation provides.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$  (section score)
Description of how the operation is organized (5%)	Student's manuscript completely describes how the operation is organized (e.g. headquarters, departments, divisions, crews)	Student's manuscript partially describes how the operation is organized but is missing a few (1-2) key points.	Student's manuscript partially describes how the operation is organized but is missing several (3-4) key points.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$  (section score)
Description of the operation's personnel (5%)	Student's manuscript describes the personnel in the operation from the owner/president through workers and day laborers. (to include, but not limited to their experience, training, education, attitude, benefit packages, the availability of on-the-job training, the relationship between employees and management and the relationship between employees and clients/customers).	Student's manuscript is missing description of 1-2 items from the "Excellent" column.	Student's manuscript is missing description of 3-4 items from the "Excellent" column.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$  (section score)
Description of the operation's business practices (5%)	Student's manuscript describes the business practices of the operation. (to include, but not limited to their business plan, recordkeeping, accounting, tax situation, insurance status, marketing strategies, licenses and certifications required and held, and the current market/business environment).	Student's manuscript is missing description of 1-2 items from the "Excellent" column.	Student's manuscript is missing description of 3-4 items from the "Excellent" column.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$  (section score)
Description of the operation's horticultural practices and procedures (20%)	Student's manuscript describes all of the horticultural practices and procedures used by the operation (e.g. pruning, irrigation, fertilizing, pest management, etc.)	Student's manuscript is missing description of a portion (1-2) of the horticultural practices used by the operation.	Student's manuscript is missing description of a significant portion (3-4) of the horticultural practices used by the operation.	Student's manuscript does not include this information.	$\frac{\text{(score)} \times 20}{\text{(weight)}}$  (section score)

**Learning objective 2 – Systemically evaluate aspects of the operation that affect its current and future success**

<p>Systemic evaluation of two selected issues that are key to the operations current and future success (30%)</p>	<p>Student’s manuscript identifies two key issues: 1) an issue that is limiting the success of the business now and/or in the future and 2) an issue that is enhancing success of the business now and/or in the future. The manuscript describes each issue in relation to all other components of the business and the surrounding environment (physical, social, political, business), and provides a recommendation for how the operation should proceed in the future with regards to each issue described.</p>	<p>Student’s manuscript identifies two key issues (one limiting success of the business now and/or in the future and the other enhancing success of the business now and/or in the future) and describes each issue in relation to all other components of the business and the surrounding environment (physical, social, political, business), but does not provide a recommendation for how the operation should proceed in the future with regards to each issue described.</p>	<p>Student’s manuscript identifies two key issues (one limiting success of the business now and/or in the future and the other enhancing success of the business now and/or in the future), but does not describe each issue in relation to all other components of the business and the surrounding environment (physical, social, political, business), and does not provide a recommendation for how the operation should proceed in the future with regards to each issue described.</p>	<p>Student’s manuscript does not include this information.</p>	<p>(score) × 30 (weight)  (section score)</p>
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**Learning objective 3 - Reflect on the internship, analyze the experience and integrate new knowledge**

<p>Reflection on the internship and analysis of the experience (5%)</p>	<p>Student’s manuscript insightfully reflects on the internship and analyzes the experience; goes beyond stating the obvious. [to include, but not limited to addressing the following items 1) Explain whether or not the internship met your expectations. 2) Explain how the internship has influenced your confidence. 3) Evaluate how well you performed during the internship. 4) If you could, what would you change about your internship experience?]</p>	<p>Student’s manuscript reflects on the internship and analyzes the experience; states the obvious. OR Student’s manuscript does not address 1-2 items from the “Excellent” column.</p>	<p>Student’s manuscript briefly reflects on the internship but does not analyze the experience. OR Student’s manuscript does not address 3-4 items from the “Excellent” column.</p>	<p>Student’s manuscript does not include this information.</p>	<p>(score) × 5 (weight)  (section score)</p>
<p>Integration of new knowledge and experience with existing knowledge and experience (5%)</p>	<p>Student’s manuscript insightfully integrates new knowledge and experience they’ve gained with their existing knowledge and experience; goes beyond stating the obvious. [to include, but not limited to addressing the following items: 1) How did your education and prior experience prepare you for the internship? 2) Identify and explain new skills you learned during the internship. 3) How will you use these new skills in the future? 4) Explain how people you met during your internship may be important to your future. 5) Explain if/how the internship experience has prepared you for your career. 6) Explain how the internship experience will help you make decisions about your career path?]</p>	<p>Student’s manuscript integrates new knowledge and experience they’ve gained with their existing knowledge and experience; states the obvious. OR Student’s manuscript does not address 1-2 items from the “Excellent” column.</p>	<p>Student’s manuscript identifies new knowledge and experience they’ve gained but does not integrate it with their existing knowledge and experience. OR Student’s manuscript does not address 3-4 items from the “Excellent” column.</p>	<p>Student’s manuscript does not include this information.</p>	<p>(score) × 5 (weight)  (section score)</p>

Learning objective 4 – Demonstrate proficiency in writing and the ability to prepare a professional document					
Spelling and grammar (5%)	No spelling or grammatical errors	No to less than 1 spelling or grammatical errors per page	Greater than 1 but less than 2 spelling or grammatical errors per page	2 or more spelling or grammatical errors per page	$\frac{\text{(score)} \times 5}{\text{(weight)}}$ (section score)
Writing clarity and organization (5%)	Student's manuscript is organized into clearly labeled headings and subheadings. The manuscript is easy to follow (not random or choppy). Paragraphs topics are clearly identified with a main idea sentence. Supporting sentences are on topic and organized to build a complete thought. There is clear transition between paragraphs.	Student's manuscript does not demonstrate proficiency in one of the items from the "Excellent" column.	Student's manuscript does not demonstrate proficiency in two of the items from the "Excellent" column.	Student's manuscript does not demonstrate proficiency in three or more of the items from the "Excellent" column.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$ (section score)
Execution and presentation (5%)	Student's manuscript is of sufficient length (typically 15-25 pages of text) typed, double-spaced, 1-inch margins, proper font (12 point Arial or TNR), stapled or bound, clean, name and date included. Pages are numbered.	Student's manuscript is lacking in one criterion from the "Excellent" column.	Student's manuscript is lacking in 2-3 criteria from the "Excellent" column.	Student's manuscript is lacking in 4 or more criteria from the "Excellent" column.	$\frac{\text{(score)} \times 5}{\text{(weight)}}$ (section score)
Total score (sum of all section scores from above):					

**Internship report grading scale:**

A: 93-100      B-: 80-82      D+: 67-69  
 A-: 90-92      C+: 77-79      D: 63-66  
 B+: 87-89      C: 73-76      D-: 60-62  
 B: 83-86      C-: 70-72      F: 59 or less

**Terms to review:**

Identify - to ascertain or establish what a given thing or who a given person is; to point out Describe - give a detailed account in words of Analyze - examine in detail the elements or structure of Evaluate - form an idea of the amount or value of; to assess Integrate - combine or be combined to form a whole