

Horticulture Internship Student Portfolio Assessment

	Student Name	Term of Internship	
CATEGORY	3	2	
	1	0	
Student Introduction Portfolio Basics	Online portfolio includes an Introduction, 30 Second Elevator Speech, Confidentiality Statement, all required internship paperwork, degree and/or certificate seeking and classes taken in program. Portfolio is neat, professional and high quality.	Portfolio has one of the required elements missing and/or portfolio is of average quality.	Portfolio has two or more of the required elements missing and/or lacks professional quality.
Resume	Current professional resume. Reflects green industry experience. Highlights horticulture education. Shows readiness to enter profession. No spelling and/or grammar errors.	Current resume. Reflects green industry experience. Highlights horticulture education. One to three spelling and/or grammar errors.	Current resume. More than three spelling and/or grammar errors.
Goals	Student includes internship goals. Three to five long-term and three to five short-term goals specific to the green industry are also included and well-articulated.	Student includes internship goals. One to two long-term and one to two short-term goals specific to the green industry are articulated.	One to two long-term and one to two short-term goals are articulated.
Applied Skill Sets	Student lists and describes four to five horticulture/workplace skills or knowledge applied from horticulture classes you took at College of DuPage.	Student lists and describes two to three horticulture/workplace skills or knowledge applied.	Student lists and describes one horticulture/workplace skill or knowledge applied.
Acquired Skill Sets	Student lists and describes four to five horticulture/workplace skills or knowledge acquired on the internship/job.	Student lists and describes two to three horticulture/workplace skills or knowledge acquired.	Student lists and describes one horticulture/workplace skill or knowledge acquired.
Additional Skill Sets	Student lists and describes three horticulture/workplace skills or knowledge that needed to be stronger or were lacking in the horticulture classes you took at College of DuPage.	Student lists and describes two horticulture/workplace skills or knowledge that needed to be stronger or were lacking.	Student lists and describes one horticulture/workplace skill or knowledge that needed to be stronger or were lacking.
Daily Journal	Student includes a daily journal of hours worked each day and a daily reflection of their observations and experiences. Activities in this journal makes thoughtful connections between "theory and practice".	Student includes a daily journal of hours worked and reflection, but has multiple spelling and grammar errors.	Student includes a daily journal, but missing hours worked each day.
Work Samples	Includes annotated table of contents at beginning of section that clearly states what each sample demonstrates. Work samples clearly highlight and show evidence of internship skill sets achieved. Photos include annotated captions.	Includes annotated table of contents. Work samples highlight and show evidence of internship skill sets achieved. Photos do not include annotated captions.	Incomplete annotated table of contents. Work samples highlight most internship skill sets achieved.
			Portfolio has three or more of the required elements missing and is poorly done.
			Weak resume. No proofreading evident.
			Goals are poorly articulated or missing.
			Horticulture/workplace skills are poorly articulated or missing.
			Horticulture/workplace skills are poorly listed and articulated.
			Horticulture/workplace skills are poorly listed and articulated or missing.
			No daily journal included in the portfolio and/or daily journal poor.
			No annotated table of contents and/or work samples are poor.

CATEGORY	3	2	1	0
Horticulture Club		Student includes documentation of attending at least 2 horticulture club meetings per year and include proof of attendance (picture, write-up of activity, etc.).	Student includes documentation of attending at least 1 horticulture club meeting per semester and include proof of attendance (picture, write-up of activity, etc.).	Student did not show evidence of participation in horticulture club.
Community Service		Student includes documentation of participating in at least 4 hours of community service per year related to horticulture and includes a written account of their experiences.	Student includes documentation of participating in at least 2 hours of community service related to horticulture per year and includes a written account of their experiences.	Student did not show evidence and/or a written account of participation in any community service related to horticulture.
Industry Engagement		Student includes documentation and proof of attendance (badge, etc.) of participating in at least 2 hours of industry engagement per year which includes seminars, trade shows, etc...	Student includes documentation and proof of attendance (badge, etc.) of participating in at least 1 hour of industry engagement per year which includes seminars, trade shows, etc.	Student did not show evidence and/or participate in any industry engagement activity.
Internship Project or Research Paper or Internship Reflective Paper	Student worked with employer to develop a project or a 2 page research paper or developed a 2 page reflective paper that's included in portfolio that relates to their internship experience. Examples could include developing marketing materials, coordinating an event, being a lead designer on a project, compiling educational materials, data collection/analysis, etc.			Student did not meet requirements or show evidence in portfolio of an internship project, research paper, or internship reflective paper.
Other Evidence of Achievement	Student includes at least three additional elements. For example, other work samples, awards, other types of community service, reference from internship employer, letters of recommendation, personal interests. Any additional elements are professional and appropriate.	Student includes two additional elements that are professional and appropriate.	Student includes one additional element that is professional and appropriate.	Student includes no additional elements or the element is not professional or appropriate.
Documentation for Degree and/or Certificate Learning Outcomes Assessment	Student provides at least one piece of documentation for each course they have taken prior to the internship showing they met learning outcomes for the degree and/or certificate they are seeking. Examples can include a major assignment, project, certificate, research paper, lab write-up, etc.	Student provides documentation for half of the courses they have taken prior to the internship showing they met learning outcomes for the degree and/or certificate they are seeking.	Student provides documentation for a quarter of the courses they have taken prior to the internship showing they met learning outcomes for the degree and/or certificate they are seeking.	No documentation for Degree and/or Certificate Learning Outcomes is included in portfolio.

Rubric Evaluation Ranking:

3 – Student shows mastery in the category. All elements present, professional and well done

* Excludes Horticulture Club, Community Service, Industry Engagement categories

2 – Student has attained competency in the category. All or most elements present, but not superior work

1 – Student shows little to no understanding or achievement in the category

0 – Student has not met requirements of the category

Grading Key:
A = 35 -39
B = 31 -34
C = 27 -30
D = 23-26
F = 22 or below
Student Score _____

Internship Grading Key:

- A = 35 - 39 Represents *professional* and *excellent* work. There are no major areas of needed improvement and the student/intern exhibits an exceptional degree of responsibility, accuracy, motivation, and overall maturity.
- B = 31 – 34 Represents professional work, but there are minor areas of improvement needed. The intern exhibits an above-average degree of responsibility, accuracy, and overall maturity.
- C = 27 – 30 Represents competent but average work. The intern does not exhibit a high degree of motivation and only does what they are asked to do. Communication skills are lacking and the intern could be more responsible and accurate in their assignments.
- D = 23 – 26 Represents unacceptable work. The intern lacks motivation, responsibility, and accuracy. Communication skills are lacking and the intern’s work has to be continually double-checked and redone.
- F = 22 or lower Represents failure to meet the minimum expectations in the internship.