

**Internship Grading Rubric**  
**Office of Prehealth Studies: PHP-2102**  
**2017-2018**

Federal guidelines dictate that students pursuing academic internships need to also receive university credit. Therefore, we have created a course in which each of you will need to enroll: PHP-2102-01 (30178). You will need to add this course to your fall semester. However, if you are already registered for 18 credits in the fall, you may request permission to add this to your spring semester. *VA Prehealth students*, this course should to be added to your Spring semester only.

The Office of Prehealth Studies will email you once we have given you a permit to enroll.

The course grade will be determined by the criteria below and will follow University policies and procedures. Failure to complete your project and/or program through the completion date will result in an automatic F and removal from all other Office of Prehealth Studies Programs.

<b>Evaluation Tool:</b>	<b>Graded By:</b>	<b>% of Grade:</b>
<b>Orientation involvement</b>	Prehealth Studies	15%
<b>Supervisor evaluation</b>	Internship Supervisor	50%
<b>Final presentation</b>	Prehealth Studies or Internship Supervisor	20%
<b>Final evaluation/reflection</b>	Prehealth Studies	15%

**Orientation Involvement:**

Students must attend and participate fully in the Internship Orientation, offered each spring by the Office of Prehealth Studies. Orientation serves as a critical introduction to your internship program, including an opportunity to meet with your new research team. Therefore, orientation is fundamental to your success and your grade in the internship program.

**Supervisor Evaluation:**

The Office of Prehealth Studies will deliver evaluations to the supervisor and mentors in each internship program. Supervisors will evaluate students based on their professionalism, performance for given duties, attitude, eagerness to learn/contribute, and research abilities.

**Final Presentation:**

Students will complete at least one project throughout the duration of their internship, and will present their findings during a presentation. The quality of the presentation, as well as the quality of the research practices, will be determined by either the Office or Prehealth Studies or the Internship Supervisor.

**Final Evaluation/Reflection:**

The Office of Prehealth Studies will deliver evaluations to each student intern. As a part of their grade, students are required to thoroughly and thoughtfully complete the evaluation by the assigned date. A reflection will also be required where students will consider their achievements and challenges, while also discussing how the internship has prepared them for a career in healthcare. The Office of Prehealth Studies will contact students with the assignments and deadlines.

**The Office of Prehealth Studies is fully committed to seeing you succeed in your internship! Please let us know if there is anything we can do to help you and support you throughout the entire internship period. Contact [prehealth@Baylor.edu](mailto:prehealth@Baylor.edu) with questions or concerns.**

## Internship Reflection Guidelines 2017-2018

Perhaps equally important to your internship is the ability to thoughtfully and articulately describe the value of your experience to others. In the final reflection, the Office of Prehealth Studies interns should consider their achievements and challenges, while also discussing how the internship has prepared them for a career in healthcare.

Your paper will be used as a showcase of our internships to prospective interns. Therefore, please write with an awareness that your reflection may serve as a public document. Since each intern's work greatly varies, your honest, thoughtful reflections should include a brief explanation of your project and daily responsibilities/activities. Your paper will be read and evaluated prior to being posted publically.

### Objectives for your paper:

In addition to a short project description, your paper should include a thoughtful evaluation of your experience and how it relates to greater issues in healthcare as well as preparation for your future. Your reflections should include the following:

- Project Description:
  - Present a brief, clear description of the project, your responsibilities, daily activities, and roles.
- Value of Internship:
  - Briefly explain the hospital's mission and how your work contributed to that mission. How did/will your work affect others?
  - How did your experience connect with your academic studies at Baylor?
  - How does your internship experience relate to greater current issues in healthcare? Cite 2-3 relevant scholarly articles that relate to your project.
  - Describe your most significant opportunities to network, collaborate, and learn new skills during your internship.
- Reflection on Experience:
  - How did the internship affect you? In what ways did you grow personally and intellectually?
  - What were your goals? How were they met?
  - How did your experiences impact your perception of healthcare systems or research?
  - In what ways has your experience prepared you for a career in healthcare?
  - What is your greatest "take away" from your experience?

### Details & Deadlines:

- Your paper should be 5-6 pages (double spaced). It should be well written, professional, and free of any grammatical errors. **Important:** No confidential or proprietary information should be included. The reflection will comprise 15% of your grade, and will be evaluated on both content and grammar.
- The reflection paper and evaluation are due September 1, 2017 for BHCS-CMO, HBMC, and SWURP students. CERP reflection papers will be due in Spring 2018. Papers will be submitted via the student evaluation, which will be distributed in August.
- Along with their reflection, students should also submit their program evaluation and digital copies of project posters, papers, and presentations.