

Governors State University
EDAD 834-835 Internship in School Management
Assessment Rubric for Internship

Intern: _____ **University Supervisor:** _____

Criteria	5	4	3	2	1	Score
1. Attendance at Seminar 1	The candidate demonstrates a positive attitude, professional dispositions and sensitivity toward others by attending all seminars.	The candidate demonstrates a positive attitude, professional dispositions and sensitivity toward others by attending 5 of the 6 required seminars.	The candidate demonstrates a basic understanding of the professional dispositions by attending 4 of the required 6 seminars.	The candidate lacks a basic understanding of the professional dispositions required of a school administrator and attended less than 4 of the required 6 seminars.	The candidate does not demonstrate a basic understanding of the professional dispositions required of a school administrator.	
2. Attendance at Seminar 2	The candidate demonstrates a positive attitude, professional dispositions and sensitivity toward others by attending all seminars.	The candidate demonstrates a positive attitude, professional dispositions and sensitivity toward others by attending 5 of the 6 required seminars.	The candidate demonstrates a basic understanding of the professional dispositions by attending 4 of the required 6 seminars.	The candidate lacks a basic understanding of the professional dispositions required of a school administrator and attended less than 4 of the required 6 seminars.	The candidate does not demonstrate a basic understanding of the professional dispositions required of a school administrator.	
3. Administrative Skills Assessment	The candidate demonstrates a commitment to continued learning by completing the <i>Administrative Skills Assessment</i> checklist in an exemplary manner.	The candidate demonstrates a commitment to continued learning by completing the <i>Administrative Skills Assessment</i> checklist in a more than adequate manner.	The candidate demonstrates an adequate commitment to continued learning by completing the <i>Administrative Skills Assessment</i> checklist.	The candidate's commitment to continued learning is poorly demonstrated in completion of the <i>Administrative Skills Assessment</i> checklist.	The candidate's commitment to continued learning is not demonstrated in completion of the <i>Administrative Skills Assessment</i> checklist.	
4. Internship Pre-planning Worksheet	The candidate demonstrates a commitment to continued learning by completing the <i>Internship Pre-planning Worksheet</i> in an exemplary manner.	The candidate demonstrates a commitment to continued learning by completing the <i>Internship Pre-planning Worksheet</i> in a more than adequate manner.	The candidate demonstrates an adequate commitment to continued learning by completing the <i>Internship Pre-planning Worksheet</i> .	The candidate's commitment to continued learning is poorly demonstrated in completion of the <i>Internship Pre-planning Worksheet</i> .	The candidate's commitment to continued learning is not demonstrated in completion of the <i>Internship Pre-planning Worksheet</i> .	
5. Administrative Activities: ELCC 1.0	Clear and convincing evidence of growth in standard supported by	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts	No evidence of growth presented for standard.	

	activity logs and artifacts.			are absent or extremely weak.		
6. Administrative Activities: ELCC 2.0	Clear and convincing evidence of growth in standard supported by activity logs and artifacts.	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts are absent or extremely weak.	No evidence of growth presented for standard.	
7. Administrative Activities: ELCC 3.0	Clear and convincing evidence of growth in standard supported by activity logs and artifacts.	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts are absent or extremely weak.	No evidence of growth presented for standard.	
8. Administrative Activities: ELCC 4.0	Clear and convincing evidence of growth in standard supported by activity logs and artifacts.	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts are absent or extremely weak.	No evidence of growth presented for standard.	
9. Administrative Activities: ELCC 5.0	Clear and convincing evidence of growth in standard supported by activity logs and artifacts.	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts are absent or extremely weak.	No evidence of growth presented for standard.	
10. Administrative Activities: ELCC 6.0	Clear and convincing evidence of growth in standard supported by activity logs and artifacts.	Clear evidence of growth in standard supported by logs and artifacts.	Limited evidence of growth in standard, logs and/or artifacts are weak.	Little evidence of growth presented for standard; narrative and/or artifacts are absent or extremely weak.	No evidence of growth presented for standard.	
11. Administrative Activities Culminating Report	All questions are addressed in substantial manner; information is clear and convincing.	All questions are addressed adequately; information presented is clear and appropriate.	All questions are addressed in limited, superficial manner or only part of the questions are addressed adequately.	Limited information is provided for each question and information provided is not adequate.	Less than half of the questions are addressed adequately.	
12. Major Project	The report demonstrates exemplary planning, is well organized, and contains all the necessary components as outlined in the	The report demonstrates good planning, is well organized, and contains all the necessary components as outlined in the	The report demonstrates adequate planning, is somewhat organized, and contains all the necessary components as	The report demonstrates poor planning, lacks organization, and is missing some of the necessary components as	The report is unacceptable for graduate level work.	

	syllabus: title page, project objectives, description of activities, evaluation or project, reflection of the process, reflection of project to standards, annotated bibliography, and pertinent artifacts.	syllabus: title page, project objectives, description of activities, evaluation or project, reflection of the process, reflection of project to standards, annotated bibliography, and pertinent artifacts.	outlined in the syllabus: title page, project objectives, description of activities, evaluation or project, reflection of the process, reflection of project to standards, annotated bibliography, and pertinent artifacts.	outlined in the syllabus: title page, project objectives, description of activities, evaluation or project, reflection of the process, reflection of project to standards, annotated bibliography, and pertinent artifacts.		
13. Major Project: Standard 1	Clear and convincing evidence of growth in the intern's knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school.	Clear evidence of growth in the intern's knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school.	Limited evidence of growth in the intern's knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school.	Little evidence of growth in the intern's knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school.	No evidence of growth in the intern's knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning supported by the school.	
14. Major Project: Standard 2	Clear and convincing evidence of growth in the intern's knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.	Clear evidence of growth in the intern's knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.	Limited evidence of growth in the intern's knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.	Little evidence of growth in the intern's knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.	No evidence of growth in the intern's knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.	
15. Major Project:	Clear and convincing	Clear evidence of growth in the	Limited evidence of	Little evidence of growth in the	No evidence of growth in the	

Standard 3	evidence of growth in the intern's knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.	intern's knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.	growth in the intern's knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.	intern's knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.	intern's knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.	
16. Major Project: Standard 4	Clear and convincing evidence of growth in the intern's knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.	Clear evidence of growth in the intern's knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.	Limited evidence of growth in the intern's knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.	Little evidence of growth in the intern's knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.	No evidence of growth in the intern's knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.	
17. Major Project: Standard 5	Clear and convincing evidence of growth in the intern's knowledge and ability to promote the success of all students by acting with integrity, fairly, and ethically.	Clear evidence of growth in the intern's knowledge and ability to promote the success of all students by acting with integrity, fairly, and ethically.	Limited evidence of growth in the intern's knowledge and ability to promote the success of all students by acting with integrity, fairly, and ethically.	Little evidence of growth in the intern's knowledge and ability to promote the success of all students by acting with integrity, fairly, and ethically.	No evidence of growth in the intern's knowledge and ability to promote the success of all students by acting with integrity, fairly, and ethically.	
18. Major Project: Standard 6	Clear and convincing evidence of growth in the intern's knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger	Clear evidence of growth in the intern's knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger	Limited evidence of growth in the intern's knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger	Little evidence of growth in the intern's knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger	No evidence of growth in the intern's knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger	

	and influencing the larger political, social, economic, legal, and culture contexts.	political, social, economic, legal, and culture contexts.	the larger political, social, economic, legal, and culture contexts.	political, social, economic, legal, and culture contexts.	political, social, economic, legal, and culture contexts.	
19. Field Supervisor Assessment	Clear and convincing evidence of growth during the internship.	Clear evidence of growth during the internship.	Limited evidence of growth during the internship.	Little evidence of growth during the internship.	No evidence of growth during the internship.	
20. Student Evaluation of Internship	The candidate demonstrates a commitment to continued learning by completing the <i>Student Evaluation Instrument</i> an exemplary manner.	The candidate demonstrates a commitment to continued learning by completing the <i>Student Evaluation Instrument</i> in a more than adequate manner.	The candidate demonstrates an adequate commitment to continued learning by completing the <i>Student Evaluation Instrument</i> .	The candidate's commitment to continued learning is poorly demonstrated in completion of the <i>Student Evaluation Instrument</i>	The candidate's commitment to continued learning is not demonstrated in completion of the <i>Student Evaluation Instrument</i>	

Total # of points: _____

University Professor/Lecturer signature _____ **Date:** _____

Circle one: **PASS** **NO CREDIT**

Comments: