# HCR 390 Undergraduate Internship

## Grading Rubric

### 100 Points

<table>
<thead>
<tr>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
</table>

### I. Overview of the Agency/Organization

A. Clear mission statement of organization
B. Brief history of the organization
C. List of services provided
D. Organizational chart
E. Organizational policies/procedures affecting your internship
F. Source of organization funding
G. Number of employees and whether the organization is unionized

#### 7 points

### II. Description of internship activities including procedures and responsibilities

A. Describe the major activities/projects that you completed or contributed to during your internship (include any examples of materials/projects with your paper)
B. What types of computer applications were utilized and how were they used?
C. Describe data compiled, materials reviewed, and work produced (where relevant)
D. Describe how your internship related to the organization’s mission & how the organization benefited from your projects/output

#### 5 points

### III. The Healthcare Environment

A. The Affordable Care Act (ACA): *(provide references)*
   1. How is it impacting the agency where you completed your internship?
   2. How is the agency responding to these challenges?
   3. How did your internship experience relate to these issues?
B. Coursework
   1. Provide and describe at least 2 examples of how your coursework applied to your internship experience (for at least two of the following courses):
      - For Health Care Administration: *HCR 301, 377, 385 & 410*
      - For Health Education/Public Health: *HCR 380, 384, 385, 386*
   2. Tell us how the courses you completed in the program are inter-related.

#### 16 points

### IV. Reflection

A. Required Knowledge and Skills (refer to HCR 370)
   1. What knowledge, skills and attributes are required to be successful in this setting?
   2. Describe the importance of good communication and interpersonal skills needed to be successful.
B. What You Observed
   1. Knowledge, skills, attributes
   2. Communication and interpersonal skills

#### 13 points
C. Self-Assessment
   1. Rate the knowledge, skills and attributes you demonstrated in your internship
   2. Rate your communication and interpersonal skills (throughout experience)
   3. How did your internship contribute to the agency’s mission?

D. Areas for Improvement
   1. Knowledge, skills, attributes
   2. Communication and interpersonal skills

E. Ethical Dilemma (refer to HCR 304)
   1. Did you observe or face an ethical dilemma? If not, what is an ethical dilemma that might occur in this setting?

F. Inter-professional Interactions
   1. Describe the inter-professional interactions you observed throughout your internship (across departments/disciplines/agencies)

V. Internship Assessment
   A. Was the employment and orientation process to the internship site adequate? What was good/missing?
   B. Assessment of Preparation for Internship
      1. Did your volunteer experience help to prepare you for your internship?
      2. Which classes best prepared you for your internship and why?
      3. Identify coursework or activities you wish you had prior to your internship
      4. Suggested changes that would have strengthened your internship experience

VI. Activities Log Summary
Include a written detailed account of daily/ongoing activities including number of hours and meetings attended as part of your internship. Log should include:
   A. Points of particular interest and/or difficulties experienced
   B. Inconsistencies/consistencies between what you learned in specific classes and what you experienced during your internship (give examples)

VII. Organization and Mechanics (spelling, sentence structure and clarity, consistent formatting/citations, organization of content)

TOTAL PART 1

Attendance and Participation at Required Internship Meetings
Students are required to attend meetings from the beginning of their internship until all materials are handed in for the final grade (or a minimum of 4 meetings)

Preceptor Evaluation

TOTAL PART 2

**TOTAL**

**EFFECTIVE DATE 2.15.2016**