

# Internship Grading Rubrics in Tk20

## Prerequisites

1. You must be a university supervisor for Intern I or II or Student Teaching
2. You must gain access to the grading rubrics:
  - 2.1. Look in Courses tab->Libraries->Assessment Tools
  - 2.2. Find “CEAP Internship I Grading Rubric” and “CEAP Internship II Grading Rubric,” click on the checkbox in those rows, and click the Star icon at the top of the list of assessment rubrics.

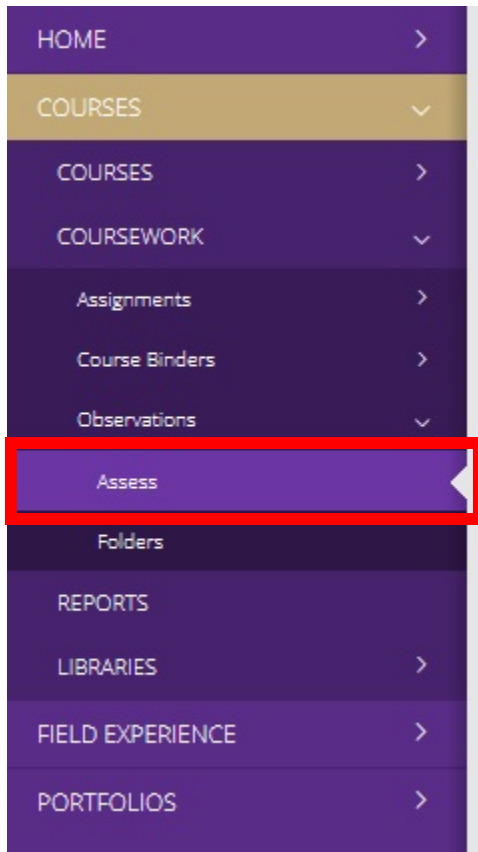


<input type="checkbox"/>	Assessment Tool ▲	Description	Organizations	Key Assessment? ▾	Update Date ▾
<input type="checkbox"/>	Advanced Licensure Portfolio Evaluation Rubric			No	10/04/2016
<input type="checkbox"/>	Advanced Licensure Portfolio Evaluation Rubric - SPED			No	10/11/2016
<input type="checkbox"/>	BK 250 Philosophy Statement Rubric			No	09/12/2016
<input type="checkbox"/>	BK 312 Rubric			No	09/12/2016
<input type="checkbox"/>	BK 457 Rubric			No	09/12/2016
<input type="checkbox"/>	BK 458 Rubric			No	09/12/2016
<input type="checkbox"/>	BKSE 411 Rubric			No	09/12/2016
<input type="checkbox"/>	CEAP Dispositions Rating			Yes	10/17/2016
<input checked="" type="checkbox"/>	CEAP Internship I Grading Rubric			Yes	11/23/2016
<input checked="" type="checkbox"/>	CEAP Internship II Grading Rubric			Yes	11/23/2016
<input type="checkbox"/>	...			...	...

- 2.3. You now have permanent access and don't have to complete that step again.

## Complete the Rubric

1. Log in to Tk20
2. Look in Courses tab->Coursework->Observations->Assess



3. Select the Assessment Template from the drop-down menu at the top. It should be “CEAP Internship I Grading Rubric:1” or “CEAP Internship II Grading Rubric:1.” The “:1” on the end of the name indicates this is the first version of that rubric we are using.

ASSESS

Please Select Your Assessment Tool:\*

Select Course:\*

Please select...  
Please select...  
CEAP Internship I Grading Rubric: 1  
CEAP Internship II Grading Rubric: 1

	Course No	Section	Term
<input type="radio"/>	HPE345	01	Fall 2016
<input checked="" type="radio"/>	HPE496	70	Fall 2016

Next Cancel

4. Click the radio button beside the course you need to evaluate, then the green “Next” button

5. Change the Assessment Name to match this pattern with your class and the current semester:

ASSESS

ASSESSMENT INFORMATION

Assessment Name:\*

Total Weight:

Include in Grade?  Yes  No

Student 1

Title	Status	Submit Date	Grade	Score
There is no data to display.				

Student 2

Title	Status	Submit Date	Grade	Score
There is no data to display.				

6. For each student, click the green Plus sign to initiate the evaluation. Complete the rubric and add any comments as necessary.

7. Select the final grade from the drop-down menu based on the grading criteria.

Letter Grade	Criteria
A	Overall excellent performance as indicated by: <ul style="list-style-type: none"> <li>Accomplished performance in at least 5 rubric categories</li> <li>Proficient performance in all remaining rubric categories (no Unsatisfactory rubric scores)</li> </ul>
B	Overall good performance as indicated by: <ul style="list-style-type: none"> <li>Accomplished performance in 1-4 rubric categories</li> <li>Proficient performance in all remaining rubric categories (no Unsatisfactory rubric scores)</li> </ul>
	Overall satisfactory

8. Transcribe the grade from the drop-down menu to the “Grade” field at the bottom of the rubric. Also, transcribe the “Total Mean” to the Score field, then click the green Submit button.

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**GRADE**

Record Name:\*

**Grade:**

Rubrics Total:

**Total Mean:**

**Score:**

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9. Repeat steps 6-8 for each student in your class.