

Cabrini College
Science Department
Internship Manual (2012 Edition)

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I. INTRODUCTION

INTRODUCTION TO INTERNSHIP PROGRAM

BIO 488 / CHE 488 - Internship (3-4 credits) is required of all qualified Biology and Chemistry majors.

Internship Requirements:

- Biology majors must complete a minimum of 3 credits, and Chemistry majors must complete a minimum of 4 credits.
 - Students with a concentration in Secondary Education fulfill their internship requirement through student teaching.
- This requirement can also be fulfilled through research with a Science Department faculty member (register for RBIO 466/RCHE 466).
 - If research is being used for internship credits students are expected to follow ALL guidelines for internship. In this case the faculty member IS the Site Supervisor.
- A student typically registers for an internship during the second semester of their junior year or in the senior year.
- To be eligible, students must have earned a 2.33 GPA or higher in the Science curriculum AND have permission of the departmental chairperson.
- Ineligible students must complete an additional science elective, approved by their academic advisor, to meet graduation requirements.
- It is the responsibility of the student, not Cabrini College, to obtain internship opportunities.

The Internship Experience:

The internship is an important component of the science curriculum as this experience is designed to provide practical experiences at a supervised field site that complement your theoretical and lab-based course work at Cabrini College. It should not only be a learning experience, but also an enjoyable one as you move closer to finishing your professional preparation and move towards becoming an independent researcher. What you take away from your internship will depend primarily on what you put into it. A positive attitude and dedication will lead to an exciting, invaluable experience.

Interns are expected to be diligent, thorough, responsible, enthusiastic, and professional with all assigned tasks. All interns are to be held to the highest standards so that site supervisors have confidence in them and benefit from their hard work and expertise. Site and academic supervisors will work closely with the intern to ensure that they enjoy a positive learning experience. Always remember you are representing Cabrini College and that when the internship is over, you will most likely request a reference from your supervisor.

This handbook is designed to ensure that specific steps are followed for securing your internship, to fully describe all requirements of the internship, describe the grading procedures, and to provide you with all the necessary forms and paperwork.

INTERNSHIP OBJECTIVES

1. To gain practical experience working at a science-oriented facility such as a hospital, pharmaceutical company, or in an academic setting and become familiar with the various roles and responsibilities of science professionals through participation in routine procedures and activities of the organization
2. To be exposed to a real-world work environment and develop professional skills necessary to successfully relate to colleagues, staff and supervisor(s).
3. To improve written and oral communication skills and to enhance organizational and time management skills.

SECURING THE BEST INTERNSHIP

1. Sources for internship opportunities
 - ◆ Department list / flyers/ Office of Cooperative Education and Career Services
 - ◆ Other Cabrini students who have completed their internship experiences
 - ◆ Your own research – health organizations, hospitals, colleges, pharmaceutical and biotechnology companies, government agencies, private organizations, yellow pages, web site information
2. Interview hints
 - ◆ Start searching for internships early! (6-12 months before your internship start date)
 - ◆ Set specific goals - What do you hope to get out of your internship?
 - ◆ You do not have to choose an internship that involves the exact type of work you want to do, but your internship should fit well with your long-term goals.
 - ◆ Sample questions the interviewer may ask of you
 - How long and when are you willing to work?
 - What type of courses have you taken?
 - What experience do you have in the laboratory?
 - Do you have other relevant work experience?
 - What qualities do you have that would make you a good intern?
 - What do you expect out of the internship experience?
 - What are Cabrini's expectations for their students?
 - ◆ Sample questions you may want to ask the interviewer. Remember you are interviewing them as much as, if not more, than you are being interviewed!
 - Who would be your direct supervisor? How accessible is the supervisor?
 - What will your responsibilities be?
 - What do they see as the most valuable qualities of an intern at their site?
 - What networking opportunities will there be?
 - What is the duration of internship?
 - When will they make their final selections?
 - ◆ Other considerations
 - Is there a match between what you want and what they can provide?
 - Personality match – You need to get along with those you work with!
 - Leave with a business card or proper contact information.

II. PROCEDURES AND REQUIREMENTS

SITE SELECTION PROCEDURE

Selection of an internship should be completed the semester before the internship begins. (Fall semester for Spring internships; Spring semester for Summer or Fall internships.) Please schedule an appointment with your faculty advisor to complete this requirement.

1. Review the sample internship site list and/or descriptions of faculty research on the Science Department website. Alternatively, you may suggest an additional site of interest that is not on the list. (Note that internships may be paid or completed on a volunteer basis.) **Discuss your options with your advisor.**
2. **Prepare a resume.** You will need to bring the resume to the interview for internships (on and off campus). Career and Co-op Services and your advisor can help you with development of your resume.
3. **Call/ Email potential internship supervisor.** Explain to the contact that you are looking for an internship and that you are from Cabrini College. Tell them you would like to set up an interview to discuss what you are looking for and to learn more about what they have to offer. In many cases, they will request a resume or completion of an application.
4. **Prepare for interview** (see “Securing the Best Internship”). Bring your resume and a copy of “Responsibilities of the Site Supervisor” to your interview.
5. **Meet with advisor to discuss the outcome of your interview** and the details of the internship opportunity. Your advisor will give final approval of the internship site and reserves the right to refuse an internship that lacks “academic merit”. You and your advisor will determine whether this internship qualifies as professional experience vs. research.
6. **Register for Internship** – BIO 488/CHE 488 (off campus) or RBIO466/RCHE466 (on campus research) – during the appropriate semester. Students enrolled in the Biology major must complete 3 credits of internship, which corresponds to 135 hours of experience. Students enrolled in the Chemistry major must complete a minimum of 180 hours of internship for 4 credits. In some cases, these credits may be spread across more than one semester.
7. Call the site you selected and inform them that you would like to accept their internship offer. Determine start date and work scheduled with your site supervisor. **Arrange to have the contract completed by your site supervisor.**
8. **Provide your advisor with the signed agreement.** Hours cannot begin until this is done.
9. **Schedule another appointment with your advisor** to review grading and assignment policies before your internship begins. At this meeting you set due dates for all assignments (see page 10).

RESPONSIBILITIES OF THE STUDENT

1. Follow all procedures for securing an internship site as specified in manual. **Please note that it is the responsibility of the student, not Cabrini College, to obtain internship opportunities.**
2. Submit the “Internship Contract” to your academic advisor prior to the start of your work.
3. Dress and Behave in a professional manner at your site and when on internship related business. Always remember you are representing Cabrini College.
4. Maintain regular contact with the site supervisor and your academic advisor. Keep your site supervisor informed of your assignment deadlines.
5. Complete assignments and perform all duties assigned by your supervisor in a diligent, thorough, and responsible manner.
6. Submit your “Objectives” paper three weeks after start date for semester-long projects OR before 30 hours on site for projects of shorter duration.
7. Forward blank midterm and final evaluation forms to site supervisor and return completed forms to academic advisor by the dates specified by your advisor.
8. Submit an updated resume to your advisor prior to completion of your internship.
9. Complete the final paper and submit it to your academic advisor no later than 1 month after the conclusion of your hours, regardless of internship duration.
10. Complete the internship site and supervisor evaluation and submit it to your faculty advisor no later than 1 month after conclusion of your hours.
11. Complete the faculty advisor evaluation and return it to Faculty Support no later than 1 month after you give your final presentation. This evaluation will be forwarded to your advisor after grades are submitted.
12. Complete your practice presentation with a peer and formal oral presentation after completion of the internship. Dates for internship presentations will be scheduled near the end of the semester, based on faculty availability.

RESPONSIBILITIES OF THE SITE SUPERVISOR

1. Discuss with the intern the philosophy and goals of the organization. This information is necessary for the intern to complete his/her first assignment.
2. Discuss with the intern the specific duties and responsibilities to be assigned. Help the student finalize their goals and objectives for the semester.
3. Determine with the intern their schedule for the semester.
4. Provide the intern with a variety of challenging opportunities that will lead to their professional and personal growth.
5. Attempt to introduce the student to all aspects of the operations of the organization.
6. Provide professional networking opportunities including attendance at staff and professional organization meetings, where appropriate.
7. Evaluate the student at the midpoint and end of the internship, using the two forms provided; discuss the evaluation with the student and send each completed form promptly to the academic advisor.
8. Notify the intern's academic advisor immediately if a problem arises concerning the internship experience.

RESPONSIBILITIES OF THE FACULTY ADVISOR

1. Hold a meeting with each student the semester prior to their internship to assist the student with the selection of their internship site and course registration.
2. Give final approval for site selection.
3. Contact the student immediately if the Internship Contract, Objectives Paper, Midterm Evaluation, or Final Evaluation is not received in a timely manner.
4. Evaluate papers and assignments.
 - ◆ Objectives paper
 - ◆ Final Paper
 - ◆ Resume
 - ◆ Site supervisor's evaluation/quality of performance forms
 - ◆ Oral Presentation
5. Schedule a time for the final presentation.
6. Assign a final grade for the internship.

III. GRADING AND ASSIGNMENTS

INTERNSHIP GRADING

Students will be evaluated based on the completion of the following assignments:

◆ Objectives paper	100 pts.
◆ Final Paper	500 pts.
◆ Supervisor's evaluation/quality of performance (midterm and final)	200 pts.
◆ Oral Presentation	<u>200 pts.</u>
Total	1000 pts.

Grades will be awarded based on the total points earned on the assignment as described in the following table:

<u>Letter Grade</u>	<u>Points</u>	<u>%</u>
A	930-1000	93-100%
A-	900-929	90-92.9%
B+	870-899	87-89.9%
B	830-869	83-86.9%
B-	800-829	80-82.9%
C+	770-799	77-79.9%
C	730-769	73-76.9%
C-	700-729	70-72.9%
D+	670-699	67-69.9%
D	600-669	60-66.9%
F	<600 pts.	<60%

Points may be deducted for assignments received late at the discretion of the academic advisor.

OBJECTIVES PAPER FORMAT

Your objectives paper is DUE three weeks after start date for semester-long projects OR before 30 hours on site for projects of shorter duration. It should include the following sections:

I. TITLE PAGE

- ◆ Student name
- ◆ Semester
- ◆ Name of agency
- ◆ Name of supervisor

II. ORGANIZATION DESCRIPTION

20 points

You will have to review some materials and ask some questions to do this part.

Taking a tour would be helpful. If you are doing research on campus, consider the research lab in which you are working to be your organization.

- ◆ What is the organization's mission?
- ◆ How does the department/area you work in fit into the mission?
- ◆ Describe the physical site – buildings, campus, etc.
- ◆ History, number of years in operation
- ◆ Describe the facility, equipment, location
- ◆ What are the job title, academic degree(s), work experience, and responsibilities of your site supervisor?
- ◆ Describe the additional staff in your immediate office/department.

III. OBJECTIVES

60 points

Specifically write out your objectives for your internship assignment. Include how you will accomplish each one and by when.

- ◆ Project description
- ◆ Purpose of the project
- ◆ Actions taken to complete your objectives
- ◆ Evaluation methods (How will you know if your goals were completed?)

IV. WRITTEN COMMUNICATION SKILLS

20 points

Papers must be Times New Roman, 12 pt. font, double spaced with 1" margins. Papers should be a minimum of 4 full pages in length, excluding the title page. Papers must be well written, organized, no typos, etc.

V. COMPLETED INTERNSHIP OBJECTIVES FORM

See page 13 for a blank form.

FINAL PAPER FORMAT: PROFESSIONAL EXPERIENCE

Your final paper is DUE 1 month after completion of the internship and should include the following sections:

I. TITLE PAGE

II. BRIEF RESTATEMENT OF OBJECTIVES

25 points

Summarize your objectives for your internship assignment, including project description and purpose of the project.

III. BACKGROUND

50 points

Introduce the topic you studied and/or the type of work that you completed.

IV. ACCOMPLISHMENTS

50 points

Full description what was/was not accomplished and why.

V. INVESTIGATION

250 points

Present an in-depth discussion of some aspect of your internship experience drawing on legitimate sources of information. This may be a case study, a discussion of a particular technique, etc. (This should be the largest part of the paper.)

VI. PROFESSIONAL EXPERIENCES

50 points

Discuss in what ways you felt your internship helped you develop as a science professional. Discuss what competencies you felt you have gained and which skills on which you still need to work. Your overall interpretation of the internship experience.

VII. BIBLIOGRAPHY

25 points

List all works cited, in correct APA format.

VIII. WRITTEN COMMUNICATION SKILLS

50 points

Papers must be Times New Roman, 12 pt. font, double spaced with 1" margins. Papers should be a minimum of 10 full pages in length, excluding the title page, figures, tables, graphs, and bibliography. All sources must be correctly cited in APA format. Papers must be well written, organized, no typos, etc.

FINAL PAPER FORMAT: RESEARCH

Your final paper is DUE 1 month after completion of the internship and should include the following sections:

I. TITLE PAGE

II. BRIEF RESTATEMENT OF OBJECTIVES

25 points

Summarize your objectives for your internship assignment, including project description and purpose of the project.

III. BACKGROUND

100 points

Introduce the topic you studied and include a summary of the prior research in this field.

IV. RESEARCH FINDINGS

250 points

Include methods, research findings, and conclusions (This should be the largest part of the paper.)

V. PROFESSIONAL EXPERIENCES

50 points

Discuss in what ways you felt your internship helped you develop as a science professional. Discuss what competencies you felt you have gained and which skills on which you still need to work. Your overall interpretation of the internship experience.

VI. BIBLIOGRAPHY

25 points

List all works cited, in correct APA format.

IV. WRITTEN COMMUNICATION SKILLS

50 points

Papers must be double spaced with 1" margins. Papers should be a minimum of 10 full pages in length, excluding the title page, figures, tables, graphs, and bibliography. All sources must be correctly cited in APA format. Papers must be well written, organized, no typos, etc.

ORAL PRESENTATION FORMAT

- Internship students are required to present their internship work to an audience of their peers, the advisor, and Science faculty.
- The oral presentation should follow the same general outline as the final paper and is designed to help improve oral communication and technology skills.
- Students will also be required to answer questions posed by the audience on field-related topics.
- Students should prepare a 15-20 minute power point presentation and allow 5-10 minutes for audience questions.
- You are required to preview your presentation for your advisor at least one week prior to the final presentation date.
- Your oral presentation will typically be scheduled at the end of the academic semester in which you receive credit for the course.
- See the oral presentation rubric on page 19 for details on how this presentation will be evaluated.

IV. FORMS

Attached are copies of all the forms necessary to complete the internship experience. Please note that some forms will need to be copied prior to their use. Additional copies of the internship manual and forms are available at www.cabrini.edu/science.

CABRINI COLLEGE
Science Department

CHECK LIST/GRADE SHEET

NAME _____

	<u>DUE DATE</u>	<u>DATE RECEIVED</u>	<u>GRADE</u> (if applicable)
Selected site w/advisor's approval _____ (site)			
Contract signed by site supervisor and advisor _____	_____	_____	
Objectives paper _____ Due 3 weeks after start date for semester long projects or completion of 30 hrs. of work for internships of short duration.	_____	_____	_____(100 pts.)
Midterm evaluation _____ To be completed by site supervisor half-way through the internship and submitted within one week.	_____	_____	_____(50 pts.)
Final paper _____ Due no later than one month after completion of internship.	_____	_____	_____(500 pts.)
Supervisor's internship evaluation _____ Due no later than one month after completion of internship.	_____	_____	_____(150 pts.)
Student's evaluation of internship site/supervisor _____ Due no later than one month after completion of internship.	_____	_____	
Student's evaluation of faculty advisor _____ Due no later than one month after completion of internship.	_____	_____	
Oral Presentation _____ Specific dates to be determined by the department.	_____	_____	_____(200 pts.)
Final Grade			_____

INTERNSHIP CONTRACT

**The following is an agreement between
The Science Department
of
CABRINI COLLEGE**

and

_____ (site)

and

_____ (intern)

beginning the month of _____, 20____. The site agrees to provide the intern with opportunities that will lead to their professional and personal growth and to fulfill all of the responsibilities as specified in the manual. The site agrees to provide a safe working environment and accepts all liability for the intern while at the internship site. The intern agrees to approach all duties in a professional manner and strive for excellence in completing assigned tasks and to fulfill all responsibilities as specified in the manual. The Science Department will verify that the intern is a currently enrolled student at Cabrini College and that they have completed all prerequisites.

TERMS OF THE AGREEMENT

This agreement shall become effective when signed by all parties. The student, site supervisor, and academic advisor should each keep a copy.

By signing this agreement, the parties acknowledge that they have read this agreement and the manual sections that outline the intern, site supervisor and academic advisor’s responsibilities. Withdrawal of a student from an internship site may be requested by the site supervisor or the academic advisor. The party requesting such withdrawal shall notify the other as soon as possible and shall be finalized when the terms and conditions of the withdrawal are agreed upon by all parties.

SIGNATURES

Site Supervisor _____

Date _____

Intern _____

Date _____

Academic Advisor _____

Date _____

CABRINI COLLEGE
Science Department

INTERNSHIP CONTRACT

Student's Name _____

Address _____

Phone (H) _____ (S) _____

Current year in school FR SO JR SR

Anticipated Graduation month/year _____

Internship Start Date _____ Completion Date _____

of credits requested _____

Name of Organization _____

Mailing Address _____

Phone _____

Supervisor Name & Title _____

Tentative Work Schedule _____

CABRINI COLLEGE
Science Department

INTERNSHIP OBJECTIVES

This form and the objectives paper should be completed by intern, approved by site supervisor, and submitted to academic advisor no later than _____ (Due date).

Student Name: _____

Semester/Year _____

Internship site: _____

Site Supervisor: _____

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

CABRINI COLLEGE
Science Department

MIDTERM EVALUATION

This form should be completed by the site supervisor when the intern has completed 50% of their scheduled hours. Supervisors may review the evaluation with the intern to help the intern learn strengths and areas needing improvement. The supervisor should send the completed form as soon as possible to the academic advisor before _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

I. PROFESSIONAL TRAITS

	needs much improvement	needs some improvement	satisfactory	good	excellent	
1. Makes use of available resources.	1	2	3	4	5	NA
2. Ability to communicate with coworkers.	1	2	3	4	5	NA
3. Follows through with tasks.	1	2	3	4	5	NA
4. Commitment to the mission & goals.	1	2	3	4	5	NA
5. Assumes leadership when & where appropriate.	1	2	3	4	5	NA
6. Computer skills.	1	2	3	4	5	NA
7. Field-related knowledge.	1	2	3	4	5	NA

II. TIME MANAGEMENT

1. Reports on time to assigned responsibilities	1	2	3	4	5	NA
2. Organizational skills.	1	2	3	4	5	NA
3. Ability to prioritize responsibilities.	1	2	3	4	5	NA
4. Ability to meet deadlines.	1	2	3	4	5	NA

III. INTERPERSONAL SKILLS

1. "Team player" with others.	1	2	3	4	5	NA
2. Friendly toward others.	1	2	3	4	5	NA
3. Working relationship with supervisor.	1	2	3	4	5	NA
4. Accepts & makes use of feedback & suggestions.	1	2	3	4	5	NA

IV. PERSONAL TRAITS ON THE JOB

1. Takes the initiative.	1	2	3	4	5	NA
2. Enthusiasm.	1	2	3	4	5	NA
3. Self-confidence and positive attitude.	1	2	3	4	5	NA
4. Comfortable in work environment.	1	2	3	4	5	NA
5. Willingness to learn.	1	2	3	4	5	NA

 Site Supervisor's Signature

 Student's Signature (optional)

 Date

 Date

**CABRINI COLLEGE
Science Department**

FINAL INTERNSHIP EVALUATION

This form should be completed by the site supervisor when the intern has completed their scheduled hours. Supervisors should review the evaluation with the intern, if possible, and the supervisor should send the completed form as soon as possible to the academic advisor but no later than _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

1. WHAT ARE THE STUDENT’S MAJOR STRENGTHS AND ASSETS?

2. WHAT ARE THE STUDENT’S MAJOR PROFESSIONAL AND DEVELOPMENTAL NEEDS?

3. HOW DO YOU FEEL THE STUDENT HAS DEVELOPED PROFESSIONALLY AND PERSONALLY FROM THIS EXPERIENCE?

4. ADDITIONAL COMMENTS ON BACK

5. PLEASE RECOMMEND A FINAL GRADE ON THE SCALE BELOW

Circle one: A A- B+ B B- C+ C C- D+ D F

Site Supervisor’s Signature

Student’s Signature (optional)

Date

Date

CABRINI COLLEGE
Science Department

INTERNSHIP SITE AND SUPERVISOR EVALUATION

This form should be completed by the intern after they have completed their scheduled hours. This form should be turned in with the final paper on or before _____ (Due date).

Student Name _____
Supervisor _____
Site _____

Evaluation date _____

Please assess your internship experience.

Strongly agree = SA Agree = A Disagree = D Strongly Disagree = DS

1. On site staff members were cooperative. SA A D SD
Comments:

2. On site staff members where knowledgeable in the field. SA A D SD
Comments:

3. There was an organized approach to my training at this site. SA A D SD
Comments:

4. Thorough explanations were provided concerning the various aspects of the agency's programs. SA A D SD
Comments:

5. I was given meaningful tasks to carry out during the majority of the time I spent at this site. SA A D SD
Comments:

6. I felt challenged by my duties at this site.
Comments:

SA A D SD

7. I found my supervisor to be helpful and supportive.
Comments:

SA A D SD

8. I would recommend this site for future internships.
Comments:

SA A D SD

9. What did you like the most about your internship?

10. What was the most exciting thing you learned or were exposed to?

11. What did you most dislike?

12. What improvements can the site make for future interns?

13. What improvements can be made academically to improve the experience?

14. What advice would you give to future interns there or anywhere?

Student's Signature

Date

CABRINI COLLEGE
Science Department
FACULTY ADVISOR EVALUATION

This form is designed to provide feedback on the quality of services faculty members provide to students in assignments like internship, field experience, and student teaching. Please complete this form *anonymously*, seal it in an envelope, sign the flap, and return it to the Faculty Support Office. Please complete it as candidly and completely as possible.

Date _____ Professor's Name _____

1. Please indicate the ways in which you interacted with this faculty member:

Internship____ Research____ Student Teaching____ Study Abroad____

Other_____

2. The faculty member was

A. Available

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

B. Helpful

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

3. Required meetings with the faculty member were worthwhile.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

4. If choices were possible, I would recommend this faculty member to other students who will participate in this program.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

5. The required manual clearly explained the expectations of the internship experience.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

6. The faculty member evaluated me fairly in accordance with the criteria set forth in the manual.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

7. The faculty member interacted effectively with the personnel at my placement.

Strongly Agree Agree Neutral Disagree Strongly Disagree NA/Unable to assess

8. Please make any additional comments you'd like about your supervisor and your experience in this program. (Feel free to use the back of the form.)

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Science Department

ORAL PRESENTATION EVALUATION

Student Presenter _____
Topic _____ Date _____

Total Pts.

PART A: Presentation Preview. 20 0 _____/20
(Completed at least 1 week prior to formal presentation date.) Completed preview. Did not complete preview.

Signature of preview audience member(s) _____

Presentation Preview Date _____

PART B: Formal Presentation.

Scientific content:

Accuracy	10	9	8	7	6	5	4	3	2	1	0	x 5 = ____/50
	<small>Excellent</small>	<small>Very Good</small>	<small>Satisfactory</small>			<small>Fair</small>		<small>Poor</small>				

Appropriate level of difficulty	10	9	8	7	6	5	4	3	2	1	0	x 2 = ____/20
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Presentation skills: (presence, articulation, volume, engaging the audience, etc.)	10	9	8	7	6	5	4	3	2	1	0	x 2 = ____/20
--	----	---	---	---	---	---	---	---	---	---	---	---------------

Use and quality of visual aids: (Power Point, overheads, handouts, board-work, demo. materials, etc.)	10	9	8	7	6	5	4	3	2	1	0	x 2 = ____/20
---	----	---	---	---	---	---	---	---	---	---	---	---------------

Overall organization:	10	9	8	7	6	5	4	3	2	1	0	x 2 = ____/20
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Knowledge of field and the ability to answer questions:	10	9	8	7	6	5	4	3	2	1	0	x 4 = ____/40
--	----	---	---	---	---	---	---	---	---	---	---	---------------

Time Guidelines	10	5	0	_____/10
	<small>Within 15-20 minute time limit</small>	<small>Up to 3 minutes too long or too short</small>	<small>More than 3 minutes too long or too short</small>	

Additional Comments: **Total** ____/200