

Formula for Averaging Internship Final Grades: Interns with Mentor Teachers

Intern: _____ Supervisor: _____ Date: _____

The following formula may be used to average the final grade for all interns completing the internship in a traditional, two-placement, mentor-supported experience. University supervisors are responsible for averaging the intern's grade, and submitting the final grade to the academic advisor upon completion of the internship. Grade calculations do not exclude the use of Supervisory discretion in determining the final grade. For example, supervisors can deduct points for late assignments. The ultimate intention of this grading calculation sheet is to provide guidance for grading the intern with attention to a consideration for growth and development.

A. Supervisor Observations

Satisfactory = 15 pts. Developing = 13 pts. Unsatisfactory = 0 or redo observation

Evaluation	Points Possible	Pointed Earned
Observation 1 (1 st placement)	15	
Observation 2 (1 st placement)	15	
Observation 3 (2 nd placement)	15	
Observation 4 (2 nd placement)	15	

Total Points Earned for four Supervisor Observations ____ (60)

B. Mentor Level II Evaluations

There will be a Level II Evaluation form from each placement. Both Level II Evaluations are uploaded to the ePortfolio.

Total Points Earned for Mentor Level II Evaluations _____ (25 - each is worth 12.5)

C. ePortfolio assignments uploaded to Chalk and Wire

This category includes the ePortfolio assignments that have been uploaded to Chalk and Wire and assessed by the supervisor. Each assignment must be completed at an acceptable level.

Total Points Earned for ePortfolio assignments _____ (15)

Total Points (%) Earned for Internship Experience _____ (100)

Final Grade Based on SoE Passing Grade Scale (85-89 =B; 90-94 =B+; 95-100 =A) _____

Formula for Averaging Internship Final Grades: Interns without Mentors

Intern: _____ Supervisor: _____ Date: _____

The following formula will be used to average the final grade for all interns who are using their employment to complete the internship experience. University supervisors are responsible for averaging the intern's grade, and submitting the final grade to the academic advisor upon completion of the internship. Grade calculations do not exclude the use of Supervisory discretion in determining the final grade. For example, supervisors can deduct points for late assignments. The ultimate intention of this grading calculation sheet is to provide guidance for grading the intern with attention to a consideration for growth and development.

A. Supervisor Observations

Satisfactory = 20 pts. Developing = 18 pts. Unsatisfactory = 0 or redo observation

Evaluation	Points Possible	Pointed Earned
Observation 1 (1 st placement)	20	
Observation 2 (1 st placement)	20	
Observation 3 (2 nd placement)	20	
Observation 4 (2 nd placement)	20	

Total Points Earned for four Supervisor Observations _____ (80)

B. ePortfolio assignments uploaded to Chalk and Wire

This category includes the ePortfolio assignments that have been uploaded to Chalk and Wire and assessed by the supervisor. Each assignment must be completed at an acceptable level.

Total Points Earned for ePortfolio assignments _____ (20)

Total Points (%) Earned for Internship Experience _____ (100)

Final Grade based on SOE Passing Grade Scale (85-89 =B; 90-94 =B+; 95-100 =A) _____