



Career Connections Grading Policy

Type of Assessment	Name and Description of Assessment	% of grade
Final	<p>Final Exam: Internship or Career Portfolio Presentation For your final exam you will make a presentation on either your internship or your portfolio. Should you choose an internship presentation, you will create an outline in the format of past/present/future and detail how the internship has made an impact on your personal growth. Should you choose a portfolio presentation, you will present and reflect on the components of and artifacts included in your career portfolio that represent your internship. Either presentation will be made to your site supervisor and career coordinator (or other audiences, as appropriate).</p>	10%
Summative	<p>Supervisor's Feedback Your site-based supervisor will evaluate your work performance twice per quarter. The assessment will include technical and industry knowledge as well as workplace readiness skills.</p>	25%
	<p>Coordinator's Performance Observation Your career coordinator will visit you at your work-site every two to three weeks. These observations will be both formal and informal and will assess your use of knowledge, technical, and workplace readiness skills.</p>	25%
	<p>Professional Literature Review Essay You will write an essay based on your review of a professional journal article or other approved career literature. This assignment is to be completed mid semester and should include a:</p> <ul style="list-style-type: none"> • Summary of the article or research • Description of how the articles connect with your internship experience • Reflection on the value and/or use of this information for your future education and career plans 	10%
	<p>Marketing Presentation This project can occur any time during the semester and has much flexibility. Examples include:</p> <ul style="list-style-type: none"> • A presentation to advisories prior to scheduling about your internship experience • A presentation to a content related class about your internship and how it relates to that particular course • A presentation to a first level class of underclassmen which describes the Pathways to Careers sequences as an internship prerequisite • Work with your career coordinator to present career internship opportunities to middle school students. <p>Work with your career coordinator in order to organize the details of this event.</p>	10%

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Formative	<p>Intern's Self-Evaluation</p> <p>You will evaluate your progress and growth as a result of your internship at the end of each marking period. This evaluation will assess your progress in meeting the goals of your training plan and SMART goals.</p>	10%
	<p>Journal Entries</p> <p>You will submit a three paragraph journal entry every two weeks. Some journal entries may be assigned by your career coordinator, with specific prompts or tasks, while others may be more general and ask you to describe:</p> <ul style="list-style-type: none"> • What activities you performed during the week • Which activities were significant and why • Something new that you learned or experienced <p>Your career coordinator will provide details regarding these journal entries.</p>	10%
	<p>Professional Qualities</p> <p>This is a work-based learning experience and as a result, you are expected to exemplify workplace readiness skills. These skills include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsibility • Positive attitude • Strong work ethic • Decision making and problem solving • Independence and initiative <p>In addition, throughout the course, you will be required to submit several items of paperwork including, but not limited to:</p> <ul style="list-style-type: none"> • Monthly Work Schedule (Time Cards) • Maryland State Department of Education Work-Based Learning Questionnaire 	10%

Please contact your career coordinator, _____ by email at _____ or by phone at _____ with question or concerns.

I have read the above grading policy, description of assignments and due dates. I understand that I must refer to specific assignments for more details and the grading rubric.

Student Name: _____

Student Signature: _____ Date: _____

I have read and understand the above grading policy, description of assignments and due dates for my child's internship experience. I understand that I can check the *Home Access Center* for grade updates, and missing assignments.

Parent Name: _____

Parent Signature: _____ Date: _____