UNC Charlotte
College of Health and Human Services
Department of Public Health Sciences

HCIP 6400 Health Informatics and Analytics Internship Project
(3 graduate credits, experiential/online)
LETTER GRADED
Spring 2021

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Catalog Course Description
Pre-requisites: Enrolled in the HIA PSM and having completed a minimum of 12 credit hours, including HCIP 6380 and HADM 6100; and instructor permission.

This course provides students who are at the midpoint of their Health Informatics and Analytics Program supervised hands on experience in a healthcare setting. Students will apply foundational knowledge in a field setting and reflect on their competence, career goals, and educational needs through a presentation and written report.

Course Overview and Goals
The Health Informatics and Analytics Internship provides a structured experiential learning opportunity for students to apply theories, ideas, principles, and skills learned in the classroom to health informatics and analytics practice. The internship experience also provides students an opportunity to gain understanding of healthcare organizations, their culture, management systems, operations, resources, products, services, markets, service areas, and specialty areas. Using the internship site as the “organizational laboratory,” the student further develops skills for becoming a Health Informatics and Analytics professional. As life-long learners and practitioners, students will continue to develop and grow their knowledge, skills, professionalism, and competence.
The practice experience occurs in healthcare organization carefully selected by the student and approved by the HIA Director. Students are encouraged to select an internship position based on their career interests. In almost all instances, the HIA Director supervises the internship in tandem with a qualified preceptor at the internship site. Our expectation is that the preceptor mentors and guides the student.

**Syllabus Subject to Change**

The instructor reserves the right to alter this syllabus based on best practices that fit changing circumstances.

**Required Texts & Readings**

Current Academic Year Student Handbook; other resources as posted to Canvas or otherwise provided

**Teaching Strategies**

HCIP 6400 Internship is an experiential learning course that is managed online. A minimum of 160 hours of supervised field placement effort in health informatics/analytics/administration is required. In addition, students spend time preparing periodic progress reports, a presentation, and a writing intensive report. *No formal classroom sessions are held aside from a group presentation day that all students are expected to participate in.*

**Course Objectives and Competencies**

After successfully completing this course, students should be able to:

1. Create novel information technology solutions to address specific Health domain problems for health organizations, in terms of IT design, development, or analysis.

2. Create innovative strategies for decision-making and problem solving; strategies should incorporate perspectives of various stakeholders and be responsive to our increasingly diverse workforce and society.

3. Demonstrate effectiveness in examining data qualitatively and/or and quantitatively, and in utilizing methods appropriate for the project to analyze information, and to identify patterns and trends.

4. Articulate and model professional and ethical behavior in the health organization workplace.

5. Demonstrate effectiveness in working with others in the organization, with particular emphasis on racial and ethnic and cultural sensitivity, and the ability to work effectively with personnel with diverse backgrounds.

6. Demonstrate effectiveness in working as part of a team, listening and responding effectively to the ideas of others, and successfully use negation and conflict resolution skills.

7. Demonstrate effectiveness in organizing, synthesizing, and articulating ideas and information in writing and orally.
Course Conduct and Professional Responsibility

The internship serves as an extension of the teaching mission of the HIA parent units (CCI and CHHS), by giving students work experience in environments in which they will eventually pursue careers. While serving in on- or off-campus graduate internships, students are representatives of the program and subject to the internship procedures as implemented by the Department of Public Health Sciences. As such, they will act with total professionalism at all times. The guidelines of professional conduct are consistent with the program's educational competencies. I ask that you review the professional conduct guidelines summarized below and published in the Program Handbook.

Professional dress. Students participating in internships need to follow the dress standards of their work environment. All students need to comply with the work hours associated with their assistantship or internship. While at work, all students should ensure that their level of effort and contribution to the work environment meet and, preferably, exceed sponsor expectations.

Submitting assignments through Canvas. Students should submit all assignments via the Course Canvas site by uploading the file to the appropriate assignment page by the due date. Give all files a brief, meaningful file name (from the recipient’s perspective), and include your name (last, first), a brief description of the file, and the date. For example, for a student named Anna Smith, for a draft of the report, submitted on July 10, 2013, the file name might be: SmithAnna_DraftReport_07-10-13.

Email etiquette. For all emails sent related to this course, as well as all emails sent in the HIA program, please include a brief descriptive subject line. Include a salutation, e.g., “Dear Dr. Smith”; a brief email message; and sign the email (name, possibly other signature block information). In general, students using electronic communications should conduct themselves as responsible professionals. We caution students to recognize that electronic communications are far more prone to misinterpretation than many other forms of communication. Their brevity heightens this possibility. When writing good electronic communications, please give a heightened level of attention to the potential reactions of diverse readers, in particular cognizance of our increasingly racially, ethnically, and culturally diverse society. When communicating electronically, always “take the high road” of graciousness and sensitivity. When emotionally raw, allow time for reflection before sending. When in doubt, refrain from sending. Do not compose email messages in all caps: USING ALL CAPS IN AN EMAIL MESSAGE IS OFTEN INTERPRETED AS YELLING. Instead, use an underscore at the first and last letters of a word you wish to emphasize, like _this_.

Cells phones and other technology. The use of cell phones, beepers, or other communication devices is disruptive, and is therefore discouraged during meetings with preceptors and instructors. In case of emergent or urgent matters, advise the instructor/preceptor of the situation, turn cell phone to the "vibrate" option, and excuse yourself to leave the room to respond to the call. Otherwise, cell phones and other communication devices should be turned off during professional meetings.
Students who do not conduct themselves professionally will be dismissed from the internship. Dismissal is likely to jeopardize a student’s ability to complete the program.

Course Processes and Roles
The course will follow this basic flow of tasks and deliverables.

Finalize objectives (first 20 hours). During the first 20 hours of the internship, the student and preceptor expand upon the preliminary statement of goals and objectives to develop a short (1 page) proposal detailing specific objectives and related anticipated deliverables to be accomplished over the remainder of the internship along with a brief description of the approach(es) planned to accomplish those objectives. The responsible faculty member will review and approve the proposed objectives to ensure they are appropriately scoped (e.g., reflect adequate graduate level content relevant to health informatics and analytics) and scaled (e.g., reflect approximately 160 hours of effort [or more if agreed to by student and preceptor]).

Periodic Progress Reports (every 20 hours [5 in total]). Students must complete a minimum of 160 hours of Health Informatics internship experience with the selected organization. Students will submit periodic progress reports/updates via the course Canvas site. These reports will briefly summarize progress toward goals (by goal/deliverable) and identify issues/challenges faced. The progress reports will follow the outline provided below.

Final Report. (10-12 pages, plus appendices [deliverables].) Student will prepare a report (10 to 12 pages) detailing the internship experience. The report will follow the outline provided below.

Final presentation (at conclusion of internship/as scheduled). At the end of the internship, students will deliver a brief (15 minutes followed by Q &A) presentation to their peers and invited guests summarizing their objectives, methods, and deliverables and reflecting on insights and lessons learned (parallels the written report). This is the only synchronous (in person or participating via WebEx) session for the course. All students are expected to participate.

Preceptor evaluation of student intern (due within two weeks of concluding internship). The designated preceptor will complete an assessment of the student intern using a structured preceptor assessment tool (online survey or paper copy if needed)

Student evaluation of internship experience (due within two weeks of concluding internship). The student will complete an assessment of the internship experience (self and organizational assessment) using a structured assessment tool (online survey or paper copy if needed)

Role of Preceptor. The preceptor is a specific individual at the internship organization who supervises and mentors the intern and acts as a point of contact with the program. The preceptor is expected to take on the following responsibilities to support the internship experience.

- Supervises the student’s learning during the internship experience.
- Serves as a model for the students to observe and advise the student routinely.
- Consults (if/as needed) with responsible faculty on the student’s progress.
- Completes a student evaluation form at the end of the internship experience.
**Role of Faculty Advisor.** The faculty advisor (typically the HIA Program Director or Designee) is the liaison between the student, preceptor, and the HIA PSM Program.

**Evaluation Methods**

The relative weights assigned to each of the elements below reflects their importance to the overall course objectives in terms of time, intellectual effort, and value to the program’s overall goals and objectives. The expectations for each of these graded elements are described in detail elsewhere.

- 5% Mutually established goals and objectives between the preceptor and student
- 20% Progress reports/updates (including completion of required hours [6])
- 10% Intern organizational assessment
- 20% Preceptor evaluation of the intern
- 20% Student presentation
- 25% Student internship report intern
  - 10% Final Report (attempt #1)
  - 15% Final Report (attemp#2) (final permitted draft)

*We expect—and require— a polished level of technical writing and presentation in the final product. Please allow for at least one round of revision following submission of the final report. [CRITICAL IF EXPECTING TO GRADUATE AT SEMESTER’s END]*

**Grades**

Final grades will be based on the following fixed grading scale. TOTAL POSSIBLE: 100 points.

Grading Scale:

- $\geq 90$ A
- $\geq 80$, $< 90$ B
- $\geq 70$, $< 80$ C
- $< 70$ U

Given the duration of the internship, some students are unable to complete the required internship hours and submit an acceptable final report by the last day of classes for the semester. In those cases, students who are otherwise making satisfactory progress will be assigned an IP (in progress) until the assignment is complete. Each semester, the instructor sets a deadline for resolving IPs. Students failing to make satisfactory progress toward resolving the IP risk receiving a U (failure) for the course, with all of the attendant consequences of receiving a failing grade. Scoring rubrics are provided at the end of this syllabus.

Refer to ‘Important Deadlines’ on Page 6 of this syllabus for additional details.

**Applicable University & College Policies**

**Code of Student Responsibility.** “The UNC Charlotte Code of Student Responsibility (the Code) sets forth certain rights and responsibilities in matters of student discipline. The Code defines these responsibilities and guarantees you certain rights that ensure your protection from
unjust imposition of disciplinary penalties. You should familiarize yourself with the provisions and procedures of the Code” (Introductory statement from the UNC Charlotte brochure about the Code of Student Responsibility). The entire document may be found at this Internet address: http://legal.uncc.edu/policies/up-406

**Academic Integrity:** All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, as either individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: http://legal.uncc.edu/policies/up-407.

*Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.*

**Course Credit Workload.** This 3-credit graduate course requires a minimum of 160 hours of practical experience in a workplace setting, an average of 10-12 hours per week over a regular 15-week semester, or up to 40 hours per week in a compressed format. In addition, periodic progress reports and the final written report typically will require at least 20 additional hours of effort.

**Special Needs.** If you have a documented disability and require accommodation in this course, contact Disability Services, Fretwell 230, phone: 687 4355 voice/TDD) the first week of the semester. Information about available services may be found at http://legal.uncc.edu/policies/up-501. Accommodations for learning will be arranged by that office and communicated to the Instructor. If you speak English as a second language, please inform the instructor.

**Diversity Statement.** UNC Charlotte strives to create an academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (http://legal.uncc.edu/policies/up-502) and the policy on Responsible Use of University Computing and Electronic Communication Resources (http://legal.uncc.edu/policies/up-307). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

**Title IX Reporting Obligations Regarding Incidents of Sexual Harassment, sexual assault, dating violence, domestic violence, or stalking.** UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating
campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware that many UNC Charlotte employees, including all faculty members, are considered Responsible Employees who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); (2) Student Health Center (studenthealth.uncc.edu, 7-7400); or (3) Center for Wellness Promotion (wellness.uncc.edu, 7-7407). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

**Religious Accommodation.** It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester [http://legal.uncc.edu/policies/up-409](http://legal.uncc.edu/policies/up-409). The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s Academic Calendar ([http://registrar.uncc.edu/printable-calendar](http://registrar.uncc.edu/printable-calendar)).

**CHHS Field Placements.** The student is responsible for complying with requirements in affiliation agreements affecting student in clinical setting experiences.

If there is a disaster (i.e., fire, bomb threat) or any event at an agency that results in a student being unable to engage in the clinical educational responsibilities, please report the disaster or event to Michael Thompson, methomp1@uncc.edu, 704-687-8980.
### Important Deadlines – Spring 2019

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Requirement(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By completion of first 20 hours of internship effort</td>
<td>● Submit finalized internship objectives via the Canvas course site</td>
</tr>
<tr>
<td>Upon completion of 40 hours of internship effort</td>
<td>● Submit first progress report via the Canvas course site</td>
</tr>
<tr>
<td>Upon completion of 60 hours of internship effort</td>
<td>● Submit second progress report via the Canvas course site</td>
</tr>
<tr>
<td>Upon completion of 80,100, 120 hours of internship effort</td>
<td>● Submit third, fourth, fifth progress report via the Canvas course site</td>
</tr>
<tr>
<td>Upon completion of internship</td>
<td>● Submit completed Student Evaluation (10%) via the Canvas course site and Preceptor Evaluation (20%) via Google form link provided to preceptors</td>
</tr>
</tbody>
</table>
| Date TBD* | ● Internship Presentation  
*Synchronous session(s) via WebEx* |
| Date TBD ** | ● Submit a complete Internship Final Report (attempt #1) via the Canvas course site |
| TBA (expected within 2 weeks of receiving Attempt 2 feedback (or as otherwise negotiated, but in all cases no later than October 14 (day after fall break))* | ● Submit final/revised internship report (attempt #2) via the Canvas course site  
● Receive final grade; grade reported |

* All students present (even if partial/in progress).

**Students planning to graduate in May 2021 will need to ensure they adhere to the submission schedule (final report attempts #1 and #2) to ensure they receive a timely final grade.

### Progress Report Structure

The 40, 60, 80, 100 and 120-hour progress reports will follow this organizational format. Do not exceed 2 pages.

Include a compact header to identify the internship:

- Your Name
- Internship Organization
- Preceptor’s Name
- Progress Report Number and Hours (i.e., 40, 60, 80, 100, 120)
- Dates of the 40-hour Period Covered in the Progress Report

For each of your finalized objectives, include the following
Objective (state the objective)
Key activities: Give a summary of key activities conducted during the reporting period towards this objective. Use full sentences.

Status: Indicate the status of this objective and how much progress you have made towards achieving this objective. Use full sentences.

Barriers: Describe any barriers, challenges or setbacks experienced related to this objective. State none if no barriers were experienced. Use full sentences.

Summary
Summarize your overall progress toward your internship goals. Describe any insights/observations/reflections about your experience. Use full sentences.

Final Report Structure
The internship report will follow this organizational format.

Title Page
Give the internship project a concise, professional, descriptive title. Include the title, the course number, the semester (e.g., Spring 2010), your name, and the names, credentials, and title of your preceptor.

Executive Summary
Provide a concise (<500 word) structured overview of the entire report (organization and objectives; methods, results; discussion/reflection). This page single-spaced.

Table of Contents
Ensure the Table includes each section enumerated/bolded element for the report, plus reference page and a listing of each appendix. Use of the auto-TOC function via headers/styles in word highly recommended.

1.0 Introduction {first numbered page}
Statement of the problem(s), clearly identifying both (a) the Information Technology development aspects, and (b) relevance to the health domain context.

1.1 Objectives
List (prose) the internship objectives

1.2 Background
Briefly review the relevant literature (evidence-base) related to the problems/objectives. This section could be written before commencing the internship. A minimum of 5 references is required, of which at least 3 must be from peer-reviewed sources. The report must consistently follow an established citation/referencing style. [See academic integrity policy: Plagiarism is grounds for a failing grade or more serious sanctions.]

2.0 Methods
Provide an organizational/summary paragraph for the content that follows in this section.

2.1 Setting
Describe the internship site (overview of the organization and the specific unit where the internship was based).

2.2 Preceptor
Describe the role(s) of the internship preceptor(s) at the agency. Include relevant information about the preceptor’s education and experience.

2.3 Procedures
Describe –by objective – steps taken toward achieving each objective or barriers to achieving objectives. Do not describe insights, outcomes, or results in this section. Cite as appendices here only materials used as tools to accomplish the objective (if any)

2.4 Timeline
In 1-2 paragraphs, summarize the major events and describe the progression of the internship (MANDATORY: include and refer to aggregated progress reports as a single appendix)

3.0. Results
Provide an overview/summary of the content in sections 3.1 (Objectives) and 3.2 (Integration and Reflection)

3.1 Assessment and Deliverables
Provide a brief overview paragraph of your products/results of your internship objectives. Then – by objective – restate each objective and describe the extent to which you met the objective (e.g., fully met, partially met, did not meet, abandoned), offering explanations as needed. Provide detail and supporting ‘evidence’ showing you accomplished the objective. Refer to any included ‘evidence’ (e.g., deliverable) as an appendix.

3.2 Integration and Reflection
Describe and give specific examples of how the internship experience a) related back to concepts presented in the literature review, b) applied/integrated (or debunked) content and skills developed in your coursework, and c) enhanced your training/identified areas for further development.

4.0 Discussion and Conclusions
Summarize general conclusions drawn from the internship experience. Describe any new avenues of inquiry that the internship experience suggested to be a more effective health analyst. Indicate any exposure to or observation of operational or practice issues that will affect future course selection.

4.1 Socialization
Describe the socialization experiences that the internship opportunity afforded, e.g., helped to teach about professionalism or how to behave in particular roles, imparted organizational culture and norms.

4.2 Mentorship
Discuss the opportunities that the internship provided to learn about the art of mentorship (given, received, and/or observed)

4.4 Improvement
Describe shortcomings and recommend options for improving the internship experience and/or student academic preparation for it.
References
References start a new section/page; a minimum of 5 references (at least 3 peer-reviewed) are required. Referenced literature in the report should be consistent with the American Psychological Association (APA) style or another widely accepted style used within the professional setting. Students are admonished to ensure their submissions do not violate the university’s academic integrity policy. We treat such violations of academic and/or professional ethics harshly.

Appendices
Include copies of tangible products from the internship experience, etc., as well as a compendium of the progress reports. Specifically introduce and briefly summarize each appendix within the body of the report. These appendices serve as the ‘proof’ that a given objective was accomplished. Agency/preceptor permission might be needed (or content redacted) to ensure that the agency’s or its clients’ confidentiality/proprietary interests are maintained. Each appendix should be titled and begin on its own page. Appendices should be labeled and sequenced based on the order in which they first appear in the report text. The first appendix referenced in the report is Appendix A; the second is Appendix B...

The report body is generally between 10 to 12 pages long. Except for the executive summary, the report is to be double-spaced, using Times New Roman, 12-point font and 1” margins (about 275 words per page). The report is to be paginated beginning with the first body page. The title page is unnumbered; the TOC and Exec Sum are unnumbered or numbered using lowercase roman numerals. The title page, Exec Sum, TOC, Body, References, and each appendix are considered new “chapters” and therefore begin on a new page (use section page breaks rather than hard returns to enforce proper pagination).

NOTE: Unlike most other technical writing assignments, use of first person is expected and necessary in this report. The report must clearly document what steps the student took, what decisions/actions the student made, and what the student produced.

Assessment Rubrics

<table>
<thead>
<tr>
<th>Mutually established goals and objectives (5%)</th>
<th>Yes</th>
<th>Partly</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Appendix A (google form) Internship Contact form [3]</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Completed all necessary administrative requirements to be placed in the internship [1]</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Submitted revised objectives or affirmed original objectives as final as part of Progress Report 1 [1]</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
**Progress reports/updates (4 @ 5% each)**

<table>
<thead>
<tr>
<th>Task</th>
<th>Yes</th>
<th>Partly</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarized key activities during period [1]</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>Provided status of each objective [2]*</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Described barriers encountered and other notable observations [0.5]</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Summarized progress toward overall internship goals [0.5]</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Indicate cumulative hours to date [0.5]</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wrote in complete sentences using active voice, no grammatical or typographical errors [0.5]</td>
<td>0.5</td>
<td>0.25</td>
<td>0</td>
</tr>
</tbody>
</table>

*Progress Report #1 must address finalization of objectives to receive full credit

**Intern organizational assessment (student internship evaluation) (10%)**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td>Complete and submitted on time</td>
</tr>
<tr>
<td>7 points</td>
<td>Complete and submitted by deadline for Final Report (attempt #1)</td>
</tr>
<tr>
<td>4 points</td>
<td>Complete and submitted within 2 weeks of initial deadline</td>
</tr>
<tr>
<td>2 points</td>
<td>Complete and submitted, but after deadline for Final Report (attempt #2)</td>
</tr>
</tbody>
</table>

*Regardless of lateness, we consider an internship incomplete/in progress without a student assessment. An IP will be assigned to students lacking this element until such time as circumstances either merit award of U or the earned letter grade.

**Preceptor evaluation of the intern (20%)**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>20 points</td>
<td>Complete and submitted *</td>
</tr>
</tbody>
</table>

*While students will not be penalized the for non-responsiveness by their preceptor; we consider an internship incomplete/in progress until such time as the course instructor receives a completed preceptor evaluation or determines that one – through no fault of the student – is forthcoming. Students facing difficulty in securing a preceptor evaluation must work closely with the course instructor. Failure on the student’s part to tack timely, proactive action in coordination with the course instructor are subject to point deductions.
**Presentation (20%)**
For each of the 7 criteria, a whole number score of 0, 1, 2, 3, 4, or 5 will be assigned.

- 0 indicates that the criterion was not addressed.
- 3 indicates that the criterion was appropriately met for a master’s graduate.
- 5 indicates that the criterion was met at an exceptional level for a master’s graduate.

1. **Content**
   Did the content mirror the elements required in the final written report?

2. **Organization**
   Was the content organized and presented in a coherent manner?
   Were new or unfamiliar terms explained?
   Did the presentation of ideas flow smoothly?

3. **Style**
   Did the speaker(s) hold audience interest?
   Was/were the speaker(s) convincing/effective?
   Was/were the speaker(s)’ voices loud enough? understandable?
   Did the speaker(s) make eye contact with the audience?

4. **Audio-visuals**
   Were PPT/graphics/media used effectively? {not cluttered, readable}
   Was an appropriate number of visual aids used?
   Were visuals clearly explained?
   Did the visuals add to the presentation?

5. **Time Utilization**
   Was the time appropriately allocated to the parts of the presentation?
   Were the time constraints followed?
   Did it appear that the presentation had been rehearsed?

6. **Questioning**
   Were questions appropriately addressed?
   Did the speaker(s) interact with the audience?

7. **Overall Impression**
   Was a compelling argument made?
   Was the presentation convincing?

**TOTAL**  The raw total may range from 0 to 35. The raw percent (raw total/35) is then inflated by 1.5 (to a max value of 1.0) and scaled to 10.
### Final Report (attempt #1) (10 points)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Partly</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Followed all formatting instructions (per internship manual)</td>
<td>3</td>
<td>2 or 1</td>
<td>0</td>
</tr>
<tr>
<td>Body content complete</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Provided sufficient and appropriate appendices to document attainment of objectives</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Wrote in complete sentences using active voice, no grammatical or typographical errors</td>
<td>1</td>
<td>.5</td>
<td>0</td>
</tr>
<tr>
<td>Consistently and appropriately used an established citation style</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>&gt;5 sources, &gt;3 Peer-reviewed Sources</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
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### Final Report (attempt #2) (15%)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Partly</th>
<th>No</th>
</tr>
</thead>
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<tr>
<td>Addressed all CONTENT comments/corrections raised in Draft 1 review; content is polished</td>
<td>3</td>
<td>1-2</td>
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</tr>
<tr>
<td>Addressed all ORGANIZATION comments raised in Draft 1 review; review is polished</td>
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<tr>
<td>Addressed all Draft 1 deficiencies noted in appendices to document attainment of objectives; appendices are complete</td>
<td>3</td>
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<tr>
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<tr>
<td>Wrote in complete sentences using active voice, no grammatical or typographical errors {any new content}</td>
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<td>.5</td>
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</tr>
<tr>
<td>References complete; Consistently and appropriately used an established citation style</td>
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<tr>
<td>Submitted a ‘clean’ document (no tracked changes, comments, etc)</td>
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</tbody>
</table>

*full credit automatically awarded if Attempt 1 scored as 10/10; second submission not needed*