Please evaluate each student on the following categories *

	Unsatisfactory	Developing	Proficient	Accomplished
OVERALL DELIVERY	○	○	○	○
Professional Dress	○	○	○	○
Clear, loud voice with energy	○	○	○	○
Microphone used correctly	○	○	○	○
Body language (eye contact, stance, posture, etc.)	○	○	○	○
Absence of filler words (Like, um, anyways, so, alright, stuff, etc.)	○	○	○	○
Delivery Speed	○	○	○	○
Presentation Length (3 minute minimum, 5 minute maximum)	○	○	○	○
OVERALL PRESENTATION CONTENT	○	○	○	○
Clear explanation of content	○	○	○	○
Organization of Presentation content	○	○	○	○
Clear representation of active participation in internship	○	○	○	○
Clear representation of internship objectives and duties	○	○	○	○
OVERALL VISUALS/MECHANICS	○	○	○	○
Proper grammar, spelling & punctuation	○	○	○	○

Visual Media that enhances every slide	○	○	○	○
Proper use of contrast of text/background	○	○	○	○
Theme fits presentation style	○	○	○	○
No paragraphs, minimal words	○	○	○	○
Font size and choice	○	○	○	○
Overall layout and use of principles of design to enhance delivery	○	○	○	○
Minimal animation use, if any. Appropriate for style of presentation.	○	○	○	○

Please check if the following items were included in the presentation *

	Not present	Partially present	Present	Unsure
Student Name	○	○	○	○
Academy Name	○	○	○	○
Internship Site Organization Name	○	○	○	○
Internship Site Organization Brief Description	○	○	○	○
List of duties, responsibilities, and specific tasks	○	○	○	○
Supervisor and team members names and roles	○	○	○	○
Description of skills gained (soft skills, technical, etc.)	○	○	○	○
Relationship to school work	○	○	○	○
Examples of student work (pictures, video, etc.)	○	○	○	○

How internship affects student future	○	○	○	○

Comments

Your answer

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