

Missouri Western State University
Steven L. Craig School of Business

Graded Components of the Internship Experience

Additional guidelines for each assignment are available on our Canvas course page.
Please contact your Faculty Supervisor if you have other questions or concerns.

Weekly Logs **300 points total**
Your Faculty Advisor will provide due dates and point allocations per submission

Resume **200 points total**
Review of content and format with your Faculty Internship Advisor (100 points)
Resume review with your Work Supervisor (100 points)

Supervisor Evaluations **300 points total**
Evaluations completed by your Work Supervisor, discussed with your Faculty Advisor
Midterm Evaluation (150 points)
Final Evaluation (150 points)

Reflection Paper and Presentations **200 points total**
Paper (100 points)
Presentation, video is acceptable (100 points)

Points Available in the Course **1,000 points**

Grade Distribution:

- A = 900 – 1,000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points
- F = Below 600 points, or asked to leave the internship