

Name of Student:

## BUSS 245 - Internship Project Rubrics

*Submission Date*

Part	Grade	Notes
<b>Cover Page + Table of Content</b>		
<i>Title</i>	3	The title should describe the project. E.g. "Impact of FATCA on Lebanese Banks." The title forces students to give their project an identity
<i>Student Information</i>	1	Name + ID number
<i>Company Details</i>	1	Company and department (if applicable)
<i>OSB Mentor Information</i>	1	Name
<i>OSB Logo &amp; Company Logo</i>	1	Used the Cover Page template sent
<i>Table of Content</i>	3	Includes the Project content as well as the Portfolio content
<b>Total</b>	<b>10</b>	
<b>Abstract</b>		
<i>200 Word Limit</i>	2	Abstract is an overview of the topic including the topic itself and findings
<i>Project Topic Overview</i>	4	Topic can be a problem that the company is facing, a project the student is part of, or a specific research task
<i>Findings/Achievements Overview</i>	4	Major project outputs and findings
<b>Total</b>	<b>10</b>	
<b>Project Content</b>		
<i>Originality of the content</i>	20	How unique is the project with respect to the industry of the hosting company?
<i>Analysis</i>	25	How are the findings achieved and connected to the chosen topic (e.g. conducted interview, market review, etc.)
<i>Flow of ideas</i>	5	Are the ideas easy to follow and well connected?
<i>Adequate use of references</i>	5	Not only listing references at the end, but also placing them appropriately in the text
<i>Relation between topic chosen &amp; Internship learnings</i>	5	Use the experience and learnings gained as support arguments and/or examples to the subject being discussed in the project
<i>Presentation</i>	5	Writing style should be concise and free of typos and grammatical errors
<i>Formatting and page limit</i>	5	Cover Page + Table of Content page + 10-12 pages project double spaced, 12 points Times New Roman font, normal margin + References Page
<i>Internship reflections</i>	10	1-2 pages of internship reflections including the overall internship experience and a comparison of the Goals set in the Development Plan and the Internship Outcomes
<b>Total</b>	<b>80</b>	
<b>Fina Project Grade</b>	<b>100</b>	

**Additional Comments:**

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