



## Readiness Rubric

Through the use of this assessment, the CEA Internship Abroad Team will be able to:

- » Admit students to the internship program or redirect them to a more appropriate study program based on a clearly defined and agreed upon set of criteria
- » Provide clarity for students by providing a guiding framework to them that will allow them to better understand and prepare themselves for the program.
- » Create transparency in the placement process for all stakeholders.
- » Collect consistent data across all internship sites to assess trends and support both process and program improvements resulting in a higher quality student experience.

### Rubric Criteria

#### Relevant Experience measures

- » Academic preparedness as evidenced by upper division courses in field of interest
- » Professional preparedness as evidenced by previous work, internship, and volunteer experience in field of interest
- » Ability to relate previous experience (work, academic, volunteer, etc.) to field of interest for internship

#### Engagement measures:

- » Preparedness for placement process and scheduled appointments
- » Punctuality in document submission and for appointments

#### Self-Awareness measures:

- » Awareness of and interest in cultural differences
- » Awareness of professional context and use of respectful communication style
- » Self-awareness through setting appropriate and targeted goals

#### Sample Interview Questions

- Ideally, what type of placement are you hoping to obtain?
- What direct knowledge/experience do you have in your professional field of interest?
- What do you know about companies in the industry of your interest in [location]?

- Tell me more about your research in preparation for the program.
- What resources have you used to prepare for the placement process?

- What do you know about the host culture?
- What have you done so far to work towards your professional goals?

### Capacity to Manage Uncertainty measures

- » Decision-making with limited or incomplete information
- » Adaptability to challenges

- How do you manage stress/conflict, particularly in situations with a limited support system?

### Motivation measures:

- » Balance of internal and external motivating factors
- » Curiosity to learn about internship (career field, placement, host company, host site, etc.)
- » Initiative to research host site and culture, field of interest, local career context, and internship placement using CEA-provided and external resources

- What are your plans while abroad besides the internship and the classes?
- Why did you choose an internship program compared to a study abroad program?
- What resources have you used to learn more about [location], internships abroad, the placement process, etc.?

## Readiness Rubric for Advisors

Use this rubric to assess your students' internship readiness:

READINESS	EXCEED EXPECTATIONS	MEETS EXPECTATIONS	APPROACHES EXPECTATIONS
Relevant Experience <ul style="list-style-type: none"><li>» Courses</li><li>» Work</li><li>» Relate</li></ul>			
Engagement <ul style="list-style-type: none"><li>» Preparedness</li><li>» Punctuality</li></ul>			
Self-Awareness <ul style="list-style-type: none"><li>» Culture</li><li>» Professionalism</li><li>» Goals</li></ul>			
Capacity to Manage Uncertainty <ul style="list-style-type: none"><li>» Decision-making</li><li>» Adaptability</li></ul>			
Motivation <ul style="list-style-type: none"><li>» Internal/External</li><li>» Curiosity</li><li>» Initiative</li></ul>			