<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Agreement</td>
<td>Enrollment</td>
<td></td>
</tr>
<tr>
<td>Intern Evaluation Form (Mid-Session)</td>
<td>Half-way through internship</td>
<td></td>
</tr>
<tr>
<td>Intern Evaluation Form (Final)</td>
<td>End of internship</td>
<td></td>
</tr>
<tr>
<td>Desired Intern Outcomes</td>
<td>End of internship</td>
<td></td>
</tr>
<tr>
<td>Journals (via email or submitted to the D2L dropbox)</td>
<td>Every two weeks</td>
<td></td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>Due date is determined by advisor.</td>
<td></td>
</tr>
</tbody>
</table>

**Other Forms**

- Internship Portfolio Rubric
- Internship Evaluation Form
Internship Agreement Form: A standard contractual agreement form will be supplied by the advisor and must be completed and approved by the intern, the intern's academic advisor, and the cooperating employer prior to the actual enrollment of the intern for academic credit. This contract will specify: the beginning and termination dates of the intern experience, salary, academic credits to be earned, the date the report and other components are due (if applicable), and the indemnity of the University of Arizona and its participating employees. This form must be completed and assigned by all participating individuals or academic credit may be withheld from the participating intern.

Registration for Academic Credit: The intern’s academic advisor will determine the amount of credit to be awarded for the internship experience within the guidelines of the College of Agriculture Curriculum Committee. The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded (please see http://www.registrar.arizona.edu/sites/default/files/Internship%20Policies-Guidelines%205-09.pdf for more details).

Registration can be accomplished by pre-registering for the internship experience if the Internship Agreement Form is in the process of completion. The registration fee will be based on the Summer Session Fee Schedule or Fall/Spring Fee Schedule as published by the University of Arizona. In order to be in an “internship” the student must be registered for academic credit under an assigned internship number at the University of Arizona. (Student: See your academic advisor for proper course and section number information.)

NOTE: If you intern during the Summer/Winter sessions, but would like earn the credit during the Fall/Spring semester, you must:

- Gain academic advisor approval first.
- Turn in your journals and portfolio (please see Internship Portfolio for details) by the end of the Fall semester for Summer work or by the end of the Spring semester for Winter work.
- Have Internship Supervisor submit Mid and Final Evaluations, and Desired Intern Outcomes by the end of the Fall semester.

Financial Aid: If you are receiving any form of loan, grant, or other financial aid through the University of Arizona, a semester away from the University could jeopardize your status. Check with the Office of Scholarships and Financial Aids before you register for internship.

Intern Visitation: Faculty or administrative representatives of the College, when possible, will arrange visitations to discuss the progress of the internship experience with the intern student and cooperating employer. Should any unusual situation develop during an intern experience that prevents the interns from completing his/her intern program according to the Internship Agreement Form, the intern must contact his/her academic advisor immediately.

Internship Portfolio: All intern students participating in the program for academic credit will be required to submit:

- A journal every two weeks that details your work during that period and achieved learning goals, which should be emailed to your academic advisor or submitted to the D2L dropbox.
- A final portfolio.

A final portfolio (due at the end of the semester) is a culmination of the internship experience. The portfolio reflects what you have learned, skills used during the internship experience, new concepts/theories/techniques discovered, and
whether the desired outcomes were accomplished. The portfolio could include: pictures, PowerPoint presentation, brochures, reports, physical products, etc. (Please see rubric for details.)

**Seventy-five percent** of your grade depends on the journals and portfolio.

**Evaluation:** The intern employer shall fill out and turn in to the academic advisor the Intern Evaluation Forms (Mid-Session and Final) and the Desired Intern Outcomes Form.

**Grading of Report/Internship Grade:** The internship journals and projects will be graded by the student’s academic advisor. The portfolio will be graded on the basis or organization, presentation, content, and analytical thinking. The final grade will be determined by the portfolio and journal grade (75 percent) and the intern employer’s evaluation (25 percent). An intern may receive an (S) superior, (P) pass, or (F) fail grade. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). Since intern projects are usually due the semester following the experience, a grade of I (incomplete) is awarded at the close of the semester or term of actual enrollment. A grade of I becomes a grade of E at the end of one year unless the course requirements are met and a change of grade is issued.

**Internship Guidelines:** A ED 493, 593, or 693 are designed to give the College of Agriculture and Life Sciences junior, senior, and graduate students an opportunity to gain “hands-on” experience in the area of their academic major, 1-6 units. For those interested in a graded class, A ED 497q/597q is available upon approval from the advisor, 1-3 units.

- Have completed 58 college credit hours prior to the first day on the job
- Have an overall GPA of 2.5 or higher at The University of Arizona
- Have satisfied the University writing proficiency requirement
- Have been enrolled at The University of Arizona the previous semester for a minimum of 6 credit hours
- Have not previously worked for the internship cooperator
- May not use immediate family or close relatives as a cooperator

The Internship Agreement specifically states the number of units to be enrolled for (up to 6 or up to 3 for the graded course), the starting and termination dates of the experience, and the date the internship report is due. Grades are: S, P, E, and I. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). The student’s transcript carries an incomplete for this course until the report is in and graded. (After a year, an incomplete is automatically changed to a failing grade.)

**Internship Joint Agreement Form:** The Department of Agricultural Education
The Department of Agricultural Education (hereafter designated as "the Department") and the Intern Advisor in finalizing this arrangement shall make no distinctions or discriminate against any employee or applicant for employment or registration in its courses of study or research on the basis of either sex, race, color, creed, national origin, age or handicap.

In consideration of the opportunity to participate in this internship program and other good and valuable consideration, the undersigned program participant and Cooperator (employer) do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify The University of Arizona, the College of Agriculture and Life Sciences, the Department, its representatives, appointed boards, commissions, directors, administrators, officers, employees, students, agents and subagents, from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the program participant or Cooperator (employer) occurring in the performance of this agreement. Furthermore, the employer will provide the student intern participant with safety procedures and information as is customarily provided for regular employees of the Cooperator’s firm(s).

The Department agrees to authorize the awarding of course credit hours at the time of satisfactory completion of this internship agreement and specified course requirements. Registration must be completed following University procedures, and payment of fees, prior to or at the time the internship begins.
The student agrees to submit journals (via email or placed in the D2L dropbox) every two weeks and a comprehensive portfolio, as represented in the Internship Guide, in fulfillment of the requirements for academic credit. The project is due in the Department of Agricultural Education Internship Advisor's Office, Saguaro Hall #205, no later than

The journal and portfolio will be 75 percent of the final grade. Evaluation of the intern's performance by the Cooperator will represent the remaining 25 percent of the grade. An academic grade (S, P, E, or I) will be jointly determined by the Advisor and Coordinator. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). The grade of "I" will be carried on the student's record until the report is graded. An "I" grade will automatically change to a grade of "E" after one year.
Internship Agreement
Department of Agricultural Education, University of Arizona

Student Intern Information
Student Intern: ________________________________
Current Address: ________________________________
Current Phone: ________________________________ E-mail: ________________________________
Internship Address: ________________________________
Internship Phone: ________________________________ E-mail: ________________________________

Internship Site Information
Internship Business, etc. ________________________________
□ Mr. □ Ms. □ Mrs. □ Dr. ________________________________
Address: ________________________________
Phone: ________________________________ E-mail: ________________________________

Internship Starting Date: ________________________________
Internship Ending Date: ________________________________
Number of Units: ________________________________
Date Report is Due: ________________________________

Description: Field-based learning experience that combines study, observation, and employment with an agricultural business, organization, or government agency in the area of education, training, and development. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context. The student intern, internship supervisor, and university coordinator develop an individual internship plan.

General Provisions: The purpose of the internship experience is to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in an agricultural business, organization, or government agency. During the internship experience, the student is expected to become a productive employee of the agricultural business, organization, or government agency. This internship will partially fulfill the requirements of the Bachelor of Science degree in Agricultural Education from the University of Arizona. Participation in an internship does not allow the student intern to file for unemployment compensation at the termination of the internship. In addition, participation in an internship commits neither party to the other upon completion of the internship.
The Intern shall:

1) Dress appropriately for the internship setting and abide by the policies and regulations of the agricultural business, organization, or government agency.

2) Act professional: be punctual, dependable, loyal, courteous, and considerate of the employer and other employees.

3) Learn the skills and competencies connected with the activities of the agricultural business, organization, or government agency.

4) Realize that dishonesty or failure to abide by the policies and regulations of the agricultural business, organization, or government agency on the part of the intern will result in immediate removal from the internship program.

5) Submit to the University Internship Coordinator:
   a) Internship Journals (Report of Activities)
   b) Portfolio documenting the accomplishments, knowledge, and skills developed during the internship.

The Internship Supervisor agrees to:

1) Supervise the intern and accept the responsibility of providing an educational experience for the intern.

2) Provide an opportunity for the intern to apply a variety of verbal, written, and interpersonal communication techniques through a diverse set of experiences.

3) Assist the intern in developing a desired intern outcome plan at the start of the internship.

4) Inform the intern of his/her progress through timely evaluations.

5) Expect the intern to serve as a productive employee.

6) Abide by all Federal, state and local laws and regulations regarding employment and worker's compensation.

7) Complete and submit to the University Internship Coordinator:
   (a) Mid-session Evaluation
   (b) Final Evaluation
   (c) Desired Intern Outcomes Evaluation

8) Reserve the right to discharge the intern for just cause from the internship site.

The University Internship Coordinator shall:

1) Visit the internship site to coordinate learning experiences, supervision, and performance evaluation (dependent upon location and distance from Tucson, AZ).

2) Handle issues, concerns, and complaints through the cooperation of all parties concerned.

3) Review, grade, and offer comments regarding internship journals, mid-session and final evaluations, desired intern outcomes evaluation, and portfolio.

4) Remove the student intern from the internship for dishonesty or failure to abide by the policies and regulations of the agricultural business, organization, or government agency. If the intern is removed from the internship experience, a failing grade will be assigned.

5) Be available, upon request, to assist the agricultural business, organization or government agency in obtaining information in locating full-time personnel.

Intern: ___________________________________________ date: ______________

           (signature)

Internship Supervisor: ____________________________ date: ______________

           (signature)

University Coordinator: ____________________________ date: ______________

           (signature)
The purpose of this evaluation is to assist in determining the intern's grade for the internship. Please evaluate the intern on the following qualities in relation to the performance of your regular employees who perform the similar functions as the intern. Written comments may be provided on the back of this form to better explain any ratings.

1) The intern is punctual and regular in attendance? □ Yes □ No
2) The intern continues to make progress? □ Yes □ No

Check one in each category

3) Quantity of work:
   □ Has unusually high efficiency
   □ Usually does more than expected
   □ Turns out required amount
   □ Turns out below required amount

4) Quality of work:
   □ Consistently does excellent work
   □ Usually does good work
   □ Usually does passable work
   □ Does inferior work

5) Initiative:
   □ Looks for work to do
   □ Needs little supervision
   □ Needs normal supervision
   □ Needs much supervision

6) Attitude toward work:
   □ Is enthusiastic and aggressive
   □ Has above average interest
   □ Has normal interest level
   □ Is indifferent

7) Management potential:
   □ Demonstrates definite promise
   □ Demonstrates some promise
   □ Demonstrates little promise

8) Dependability:
   □ Does what you want when you want it
   □ Needs little follow up
   □ Needs occasional follow up
   □ Requires frequent follow up

9) Adaptability:
   □ Quickly meets changed conditions
   □ Adjusts to new conditions given time
   □ Is a routine worker
   □ Is unable to adjust to change

10) Ability to follow directions and to accept criticism and guidance:
    □ Solicits advice and guidance
    □ Appreciates advice and guidance
    □ Follows directions and accepts guidance
    □ Resents directions and guidance

11) Judgment and common sense:
    □ Has exceptional judgment
    □ Has above-average judgment
    □ Usually thinks clearly
    □ Is unsound and illogical

12) Attitude toward other employees:
    □ Is outstanding in cooperation and teamwork
    □ Promotes cooperation
    □ Cooperates
    □ Is antagonistic

13) If a position was available in your organization, would you consider hiring this intern as a permanent employee? □ Yes □ No

14) General rating of the student intern:
    □ Excellent □ Needs improvement
    □ Superior □ Unsatisfactory
    □ Average

Internship Supervisor

Date

Please return to: Department of Agricultural Education, 205 Saguaro Hall, Tucson, AZ 85721
The purpose of this evaluation is to assist in determining the intern's grade for the internship. Please evaluate the intern on the following qualities in relation to the performance of your regular employees who perform the similar functions as the intern. Written comments may be provided on the back of this form to better explain any ratings.

1) The intern is punctual and regular in attendance?  
2) The intern continues to make progress?

Check one in each category

3) Quantity of work:  
   - [ ] Has unusually high efficiency  
   - [ ] Usually does more than expected  
   - [ ] Turns out required amount  
   - [ ] Turns out below required amount

4) Quality of work:  
   - [ ] Consistently does excellent work  
   - [ ] Usually does good work  
   - [ ] Usually does passable work  
   - [ ] Does inferior work

5) Initiative:  
   - [ ] Looks for work to do  
   - [ ] Needs little supervision  
   - [ ] Needs normal supervision  
   - [ ] Needs much supervision

6) Attitude toward work:  
   - [ ] Is enthusiastic and aggressive  
   - [ ] Has above average interest  
   - [ ] Has normal interest level  
   - [ ] Is indifferent

7) Management potential:  
   - [ ] Demonstrates definite promise  
   - [ ] Demonstrates some promise  
   - [ ] Demonstrates little promise

8) Dependability:  
   - [ ] Does what you want when you want it  
   - [ ] Needs little follow up  
   - [ ] Needs occasional follow up  
   - [ ] Requires frequent follow up

9) Adaptability:  
   - [ ] Quickly meets changed conditions  
   - [ ] Adjusts to new conditions given time  
   - [ ] Is a routine worker  
   - [ ] Is unable to adjust to change

10) Ability to follow directions and to accept criticism and guidance:  
   - [ ] Solicits advice and guidance  
   - [ ] Appreciates advice and guidance  
   - [ ] Follows directions and accepts guidance  
   - [ ] Resents directions and guidance

11) Judgment and common sense:  
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12) Attitude toward other employees:  
   - [ ] Is outstanding in cooperation and teamwork  
   - [ ] Promotes cooperation  
   - [ ] Cooperates  
   - [ ] Is antagonistic

13) If a position was available in your organization, would you consider hiring this intern as a permanent employee?  
   - [ ] Yes  
   - [ ] No

14) General rating of the student intern:  
   - [ ] Excellent  
   - [ ] Needs improvement  
   - [ ] Superior  
   - [ ] Unsatisfactory  
   - [ ] Average

Internship Supervisor: ___________________________  
Date: ___________________________

Please return to: Department of Agricultural Education, 205 Saguaro Hall, Tucson, AZ 85721
**Desired Intern Outcomes**

<table>
<thead>
<tr>
<th>Internship Supervisor's Comments</th>
<th>Desired Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Evaluation Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Incomplete</th>
<th>1.0-2.49</th>
<th>D</th>
<th>3.5-4.99</th>
<th>C</th>
<th>5.0-6.49</th>
<th>B</th>
<th>0.0-1.49</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No satisfactory performance is unacceptable for an employee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Needs improvement - performance needs improvement to meet the standard expected of an employee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Acceptable - performance meets the standard expected of an employee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Outstanding - performance exceeds the standard expected of an employee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Instructions**

The intern and internship supervisor cooperatively develop this plan at the beginning of the internship experience. At the completion of the internship experience, the intern will evaluate the intern by placing a check mark (✓) under the appropriate performance category for each item. The intern and internship supervisor will evaluate the intern by placing a check mark (✓) under the appropriate performance category for each item.  

**Self-management**
- Demonstrates understanding, integrity, adaptability, and resiliency.
- Self-esteem - believes in own self-worth and maintains a positive attitude.
- Responsible - accepts a high level of effort and perseveres toward goal achievement.

**Social Skills**
- Uses effective learning techniques to acquire and apply new knowledge.
- Creative thinking - demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.

**Learning Initiative**
- Makes critical thinking decisions and implements a plan of action.
- Decision making - selects goals and constructs, analyzes alternatives, considers risks.

**Skills and Abilities**
- Uses effective learning techniques to acquire and apply new knowledge.
- Creative thinking - demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.

**Communication**
- Demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.
- Decision making - selects goals and constructs, analyzes alternatives, considers risks.

**Problem Solving**
- Recognizes problems and devises and implements a plan of action.
- Creative thinking - demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.

**Learning Initiative**
- Makes critical thinking decisions and implements a plan of action.
- Decision making - selects goals and constructs, analyzes alternatives, considers risks.

**Self-esteem**
- Believes in own self-worth and maintains a positive attitude.
- Responsible - accepts a high level of effort and perseveres toward goal achievement.

**Social Skills**
- Uses effective learning techniques to acquire and apply new knowledge.
- Creative thinking - demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.

**Communication**
- Demonstrates creativity in generating new ideas.
- Written communication - communicates ideas and communicates clearly.
- Listening - receives, attends to, interprets, and responds to verbal messages.
- Decision making - selects goals and constructs, analyzes alternatives, considers risks.
<table>
<thead>
<tr>
<th>Desired Intern Outcomes</th>
<th>Internship Supervisor’s Comments</th>
<th>Rating</th>
</tr>
</thead>
</table>

**Internship Supervisor** (Signature)  
**Date**

**Desired Intern Outcomes**

1. **lecture/technology**  
   - Understands overall internal and proper procedures for use and application of equipment.
   - Operates systems work and operates effectively with them.

2. **Teaching**  
   - Recruits and trains new employees, and hires new staff.
   - Evaluates, trains, and uses information.

3. **Works with diversity**  
   - Works well with people from diverse backgrounds.
   - Responsibly challenges existing procedures and policies.

4. **Serves clients/customers**  
   - Communicates ideas to policy, position, managers, and customers.
   - Meets the customers' expectations.

5. **Participates as a member of a team**  
   - Complies with group efforts.
   - Learns new skills and techniques and human resources.

6. **Resource management**  
   - Identifies, organizes, plans, and allocates resources efficiently.

7. **Integrity/honesty**  
   - Chooses ethical courses of action.

**Rating Scale**  
1 = Not acceptable - Performance is unacceptable for an employee.
2 = Needs improvement - Performance needs improvement to meet the standard expected of an employee.
3 = Acceptable - Performance meets the standard expected of an employee.
4 = Exceptional - Performance exceeds the standard expected of an employee.
University of Arizona
STUDENT’S INTERNSHIP EVALUATION FORM
DEPARTMENT OF AGRICULTURAL EDUCATION
(To be completed by the Intern)

This form is for you (the student) to assess your internship experience. At the conclusion of the internship, by the end of the semester or summer term, complete this form and give it to your course instructor.

Intern Name: ________________________________
Sponsoring Organization: _____________________ Sponsoring Supervisor: _______________________
Internship Instructor: _________________________ Internship Department: _______________________
Course Number and Section: _____________________ Semester(s) of Internship: ____________________

Place an X in the box of the number that best reflects your level of agreement/disagreement with each of the following statements. 1 = Strongly Agree; 5 = Strongly Disagree

<table>
<thead>
<tr>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>I achieved my learning goals during the internship.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Through my duties, I received training in a profession/field related to my studies.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I experienced some of the realities of working in the profession/field.</td>
<td></td>
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</tr>
<tr>
<td>I successfully completed my assigned responsibilities and duties.</td>
<td></td>
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</tbody>
</table>

Evaluate the following aspects of your internship by placing an X in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank. 1 = Outstanding; 5 = Unsatisfactory

Work Environment:
- Clarity of organizational structure
- Access to necessary materials and/or equipment
- Collegiality/friendliness of the employees
- Attitude of respect for interns

Support and Feedback:
- From your supervisor
- From other employees with whom you interacted

Opportunity to be Creative:
- Willingness of others consider to your ideas

Interaction with Others:
- Opportunity to contribute to a team project
- Questions were encouraged and answered.
- Access to one or more mentors (supervisor or employees)

Overall Evaluation of Internship (circle one): Superior Excellent Satisfactory Unsatisfactory

Additional Comments:
________________________________________________________________________
________________________________________________________________________

Intern’s Signature __________________________ Date __________
### CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments / Suggestions</th>
<th>Points Possible</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization and attractiveness</strong> – portfolio was organized and the content was easy to locate and review.</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Table of Contents</strong> was provided that clearly outlined the content and structure of the portfolio.</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
| **Artifact Descriptions (Narratives)** were provided that connected artifacts to knowledge and skills of a chosen career and/or learned while completing the internship. Address the following questions for each artifact:  
 1. When in your professional growth and development was the artifact created?  
 2. What was the purpose of the artifact?  
 3. How did you use the artifact?  
 4. What knowledge, skills, and/or abilities does the artifact display?  
 5. What did you gain as a result of creating the artifact? | | 45 | |
| **Appropriate artifacts** were provided that showcased talents, skills, and abilities for a chosen career and/or learned while completing the internship. | | 45 | |
| **Quality of Artifacts** – artifacts were free of errors and visually appealing. | | 15 | |
| **TOTAL** | | 150 | |