

**Step Into Success Program**  
**Credit for Workforce Internship Component (CWIC)**  
**CWIC Internship Assessment Rubric**  
**Form No. CWIC-04**

**DIRECTIONS:** Subject Matter Expert (SME) must use this form to assess and rate the equivalency and alignment of the internship component with the course (one course per form) being petitioned in order to award CWIC. On the following pages, please provide each Course Learning Outcome (CLO) (1 per page) in the space provided, or attach the CLOs to this rubric. Make sure to include comments, a score for each item, and a total score for that outcome on each page. This form must be completed within thirty (30) days of the institution receiving Form No. CWIC-02 and Form No. CWIC-03, provided that there are more than thirty (30) days remaining in the semester during which CWIC was petitioned.

Below are the criteria for scoring each CLO. The criteria are designed to determine whether clear evidence was provided that demonstrates that a student who is requesting credit has mastered the course learning outcomes. Students must receive a minimum score of 7 for each *Item Score* totaling a minimum *Total for Outcome* score of 14 for each CLO in order for credit to be awarded.

| POINTS KEY for EACH COURSE LEARNING OUTCOME          |                                                                                                                                         |    |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----|
| Documentation provided does not meet expectations    | Evidence demonstrates very low level of mastery of this outcome. The evidence is unconvincing, incomplete, or very inadequate.          | 3  |
| Documentation provided lacks critical elements       | Evidence demonstrates inadequate mastery of this outcome. Some aspects of the evidence is acceptable, but the majority is unconvincing. | 5  |
| Documentation provided adequately meets expectations | Evidence demonstrates adequate mastery of this outcome. Although not perfect, the evidence is free of major conceptual problems.        | 7  |
| Documentation provided exceeds expectations          | Evidence demonstrates sophisticated mastery of this outcome. The evidence is complete, accurate, and free of conceptual problems.       | 10 |

Once all of the CLOs have been reviewed, add up the total for all outcomes. The passing score is based on 70% of total allowable points (see example below). The total allowable points for 10 CLOs is 200, so a minimum passing final score for a course with 10 CLOs would be 140 total points. The formula will have to be adjusted for each student based on the number of outcomes of the course under consideration. Please add pages if applicable.

| (EXAMPLE with 10 OUTCOMES) TOTAL for ALL COURSE LEARNING OUTCOMES                 |                     |
|-----------------------------------------------------------------------------------|---------------------|
| A. Total Score for All Outcomes (sum of total score for each outcome)             | <b>X = 140</b>      |
| B. Total Allowable Points (total possible score for each outcome times # of CLOs) | <b>Y = 200</b>      |
| C. Total ( $X / Y = Z$ )                                                          | <b>Z = .7 (70%)</b> |



|                                            |                                                                                                                                                                                                              |                                 |                   |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|
| <b>COURSE (prefix/number/title):</b>       |                                                                                                                                                                                                              |                                 |                   |
| <b>COURSE LEARNING OUTCOME 1</b>           |                                                                                                                                                                                                              |                                 |                   |
| Insert CLO Here:                           |                                                                                                                                                                                                              |                                 |                   |
| <b>ITEM</b>                                | <b>TARGET</b>                                                                                                                                                                                                | <b>COMMENTS (if applicable)</b> | <b>ITEM SCORE</b> |
| <b>SOURCES OF LEARNING (EXPERIENCES)</b>   |                                                                                                                                                                                                              |                                 |                   |
| Form No. CWIC-02                           | The mentor's description and documentation of the knowledge and skills covered through the internship training serve as relevant evidence of alignment with the CLO.                                         |                                 |                   |
| <b>EVIDENCE OF LEARNING (COMPETENCIES)</b> |                                                                                                                                                                                                              |                                 |                   |
| Form No. CWIC-03                           | The candidate's description of how the knowledge and skills learned through the internship training align with the CLO of the course being petitioned serves as relevant evidence of alignment with the CLO. |                                 |                   |
| Total for Outcome                          |                                                                                                                                                                                                              |                                 | 0                 |

|                                                                                   |            |
|-----------------------------------------------------------------------------------|------------|
| <b>TOTAL for ALL COURSE LEARNING OUTCOMES</b>                                     |            |
| D. Total Score for All Outcomes (sum of total score for each outcome)             | <b>X =</b> |
| E. Total Allowable Points (total possible score for each outcome times # of CLOs) | <b>Y =</b> |
| F. Total (X / Y = Z)                                                              | <b>Z =</b> |

SME Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After the assessment is complete, the SME must complete Step 3 of Form No. CWIC-01 and then forward all forms to the head of the department.**