**VANDERBILT DIETETIC INTERNSHIP: Second Harvest LEADERSHIP Grading RUBRIC**

**Circle the 2nd Harvest programs you participated in and list your role. Preceptor will consider your engagement and complete the following grading form. Note: some programs are seasonal and may not be available at the time you are scheduled.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programs** | **My Role** |  | **Programs** | **My Role** |
| Staff Health Break |  |  | Emergency Food Box Program |  |
| Renewal House  |  |  | Project Preserve |  |
| SNAP Challenge |  |  | First Harvest Café |  |
| Mobile Pantry |  |  | Kids Cafe |  |
| Warehouse Food Sorting |  |  | Other |  |

**Your preceptor will consider your overall participation and engagement in the above programs and complete the following grading form.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LEVELS/CRITERIA** | **UNSATISFACTORY PERFORMANCE.** *Does not fulfill required activities; needs constant supervision; has great difficulty in achieving pre-determined objectives.* ***(40 points)*** | **NEEDS MUCH IMPROVEMENT.** *Needs assistance on many projects; requires guidance to achieve pre-determined objectives.* ***(60 points)*** | **ENTRY LEVEL.** *Performs all activities correctly; works with minimum assistance once guidelines are established; meets pre-determined objectives.* ***(80 points)*** | **BEYOND ENTRY LEVEL.** *Performs all activities with great accuracy; works independently once guidelines are established; exceeds pre-determined objectives* ***(100 points)*** | **ACTUAL****SCORE** |  | **Example****Scoring** |
| **Responsibility** | Has poor attendance, consistently tardy, and rarely participates | Demonstrates average attendance, occasionally arrives late, and minimally participates | Demonstrates adequate attendance, arrives on time and adequate participation | Demonstrates perfect attendance, always on time or early and exceptional participation |  |  | 60 |
| **Respect** | Is not respectful of others or differences | Demonstrates developing understanding of respect in an supervised practice/educational environment | Demonstrates ability to respectfully interact professionally. Accepts feedback and follows directions | Demonstrates sensitivity, honesty, ethical consideration and respect for the culture, language, gender, socio-economic status and exceptionalities |  |  | 40 |
| **Reliability** | Frequently misses deadlines | Occasionally misses deadlines | Work is submitted on time. Intern can be relied on to follow through with tasks | Quality work is submitted and/or provided on time. Keeps accurate records. |  |  | 80 |
| **Communication** | Demonstrates ineffective oral and/or written communication skills | Selectively demonstrates effective oral and/or written communication skills | Demonstrates effective oral and/or written communication skills | Demonstrates professionalism in all situations, conversations and documents. Confident in finding voice as a leader in diverse practice settings where food and nutrition matters |  |  | 80 |
| **LEVELS/CRITERIA** | **UNSATISFACTORY PERFORMANCE.** *Does not fulfill required activities; needs constant supervision; has great difficulty in achieving pre-determined objectives.* ***(40 points)*** | **NEEDS MUCH IMPROVEMENT.** *Needs assistance on many projects; requires guidance to achieve pre-determined objectives.* ***(60 points)*** | **ENTRY LEVEL.** *Performs all activities correctly; works with minimum assistance once guidelines are established; meets pre-determined objectives.****(80 points)*** | **BEYOND ENTRY LEVEL.** *Performs all activities with great accuracy; works independently once guidelines are established; exceeds pre-determined objectives****(100 points)*** | **ACTUAL****SCORE** |  | **Example****Scoring** |
| **Professionalism & Appearance** | Does not wear proper attire or fails to display professional grooming per dress code policy | Seldom wears proper attire or seldom displays professional grooming per dress code policy | Wears proper attire and displays professional grooming per dress code policy | Always wears proper attire and displays professional grooming per dress code policy |  |  | 60 |
| **Professionalism & Demeanor** | Does not engage with others or listen respectfully to varying ideas | Listens to ideas. Demonstrates emerging understanding of how to create positive professional relationships | Receptive to varying ideas, relates well to others, and demonstrates respect for differences | Receptive to varying ideas, relates well to others and demonstrates respect for differences. Ethical and maintains confidentiality at all times. |  |  | 80 |
| **Collaboration** | Does not offer ideas, ask questions, offer solutions or participate in discussions and/or meetings | Shares some responsibility for completing tasks. Offers ideas or solutions, asks questions, sporadically | Shares responsibility for creation and application of ideas/solutions, activities and projects | Equitably collaborates on projects, planning, discussion and meetings. Demonstrates ability to work together. |  |  | 80 |
| **Contributions** | Does not offer ideas, ask questions, offer solutions or participate in discussions and/or meetings | Seldom contributes valuable ideas during discussions and in meetings. Emerging as a team player. | Often contributes valuable ideas during discussions and in meetings. Is a positive team player and displays emotional intelligence. | Contributes meaningfully to discussions, searching for answers, encourages and supports others. Demonstrates ability to work with all teams; shows high level of emotional intelligence. Pleasantly assertive |  |  | 60 |
| **Self-Reflection**  | Minimally reflection on experiences, learning, practices, and understandings | Seeks out and reflects on experiences and practices from various sources | Demonstrates ability to reflect, understand and make connections between theory and practice | Demonstrates learning and growth from self-reflection on experiences, learning, practices and understanding |  |  | 100 |
| **Openness** | Appears uninterested and does not demonstrate or share curiosity and passion. Is defensive about feedback and suggestions | Limited demonstration of interest, passion and curiosity. Is sometime defensive about feedback and suggestions. | Demonstrates interest, passion and curiosity. Asks questions and seeks information related to supervised practice/educational experiences. Willingly incorporates suggestions and responds appropriately to feedback | Openly contributes to the supervised practice/educational environment as a result of their interest, passion and curiosity. |  |  | 60 |
| **Comments****Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preceptor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rotation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  | **Average** |  | **Average****70** |