**N342 Presentation 3: Rubric**

**General Requirements (40’)**

Student Module (10’)

1. A student can login based on csv uploaded by an Admin. 2’
2. When passing authentication, a student can apply for internship successfully. Input validations are in place. Students cannot enter their contact info on this page. 4’
3. Students can view or edit the application after submission, to enable the internship overflow. 4’
4. See details below for the internship workflow.
5. See details below for hours reporting and workflow.

Site Supervisor Module (8’)

1. Can register for a new account. Input validations are in place. 2’
2. Can login, then edit profile including changing password. 2’
3. Forget Password feature is implemented. See details below.
4. Be able to view a list of hour reports to approve/disapprove/other. 4’
5. See details below for workflow control.

Faculty Supervisor Module (10’)

1. Login control 2’
2. Be able to view a list of internship applications to approve/disapprove/other. 4’
3. Be able to view a list of hour reports to approve/disapprove/other. 4’
4. See details below for workflow control.

Admin Module (12’)

1. Login control 2’
2. Can upload student csv file. 4’
3. Can add and edit new admin/student/site supervisor/faculty supervisor/site/semester/internship course/site preference. 6’

**Workflow (60’)**

Internship (15’)

1. Students will be able to save an internship application and submit later. 5’
2. As soon as a student submits an internship application, the faculty supervisor (for that internship course) receives an email and it appears on the Faculty Supervisor module showing in the list of the applications to approve/disapprove. 2’
3. If it is disapproved, the student will receive an email and is able to edit the application, submit and the workflow loops back to step 1. 2’
4. As soon as an intern app is approved, students are able to submit two pdfs (for the hours reporting) and report hours. 1’
5. “Approve/Disapprove” must be fully implemented, starting from “view a list of pending and approved applications”. 5’

Hour reporting (25’)

1. As soon as an internship is approved, students can upload 2 insurance PDF files. 2’
2. After submitting two PDF files, students can report hours. Input validations are in place.

Students must be able to view their reports and edit according to the workflow. 5’

1. Each time students report hours, they must indicate either “use the existing PDF files” or “upload new versions”. They must be able to view existing files. 3’
2. As soon as a student submits a report, site supervisor receives an email and it shows in the list of reports to approve/disapprove/other(if disapprove/other, must enter comments). 2’
3. If approved, faculty supervisor receives an email and shows in the list of reports to approve/disapprove/other (if disapprove/other, must enter comments). 2’
4. If disapproved/other by site supervisor/or faculty supervisor, students can edit and resubmit. 2’
5. If approved by site supervisor but disapproved by faculty supervisor, an email will be sent to the site supervisor. Site supervisor can edit the status and approve again, and the flow goes back to #5. Site supervisor can also disapprove, and the work flow goes back to #6. 2’
6. If approved by faculty supervisor, students cannot edit and site supervisor cannot approve/disapprove/other. The whole workflow stops. 2’
7. “Approve/disapprove/other” must be fully implemented, starting from “view a list of pending /approved/disapproved/other applications”. 5’

Alerts for Admin (10’)

1. When Reporting Hours, if site is not listed, select “Other” and enter site. Admin will receive an email stating a new site is added and be provided a link to approve the site (the link can imbed a unique randomly generated code to take the user to this specific case to approve – not a must). Admin can also login to see a list of new sites to approve. Once a new site is approved, it will show up in the dropdown list available for others to select. 5’
2. In internship application, if the student select “Other” as Advisor and enter the Advisor First Name, Middle Initial and Last Name, Admin will receive an email stating a new advisor is added and be provided a link to approve the advisor (the link can imbed a unique randomly generated code to take the user to this specific case to approve – not a must). Admin can also login to see a list of new advisors to approve. Once a new advisor is approved, it will show up in the dropdown list available for others to select. (see file InternshipApplication.docx) 5’

Forget Password for Site Supervisors (10’)

1. Must be implemented securely so that no others can reset the password.
   1. Must check if the user exists in the DB. 2’
   2. Can send a unique link to the user’s email box with a long randomly generated code, e.g. xxx/reset.php?s=dafdf78dafdafy9dafdf99dafdasfdf9u99-20111102132408 (with the last part as time stamp to enforce uniqueness) 2’
   3. This code must be saved in the database and connected to the user. 2’
   4. On the reset password page, extract the code from the query string, find the user using the code. 2’
   5. Password is successfully reset. 2’