

Student evaluation of internship

Your name: _____ date: _____

Organization: _____ semester/year: _____

Supervisor: _____ location: _____

Please rate your following aspects of your internship experience on the basis of this scale

(1) Poor (2) Fair (3) Good (4) Excellent

Site

Physical environment was safe	1	2	3	4
An orientation was provided to the organization	1	2	3	4
Adequate resources were available to accomplish projects	1	2	3	4
Co-workers were accepting and helpful	1	2	3	4

Supervisor

Supervisor provided a clear job description	1	2	3	4
Regular feedback was provided on my progress and abilities	1	2	3	4
An effort was made to make it a learning experience for me	1	2	3	4
Supervisor provided levels or responsibility consistent with my abilities	1	2	3	4
Supervisor was supportive of agreed-upon work days and hours	1	2	3	4

Learning experience

Work experience related to my academic discipline and/or career goal	1	2	3	4
Opportunities were provided to develop my communication skills	1	2	3	4
Opportunities were provided to develop my Inter personal skills	1	2	3	4
Opportunities were provided to develop my Creativity	1	2	3	4
Opportunities were provided to develop my Problem solving abilities	1	2	3	4
The experience has helped prepare me for a career in this field	1	2	3	4
This experience has helped prepare me for a career in this field	1	2	3	4

Overall value rating for this internship 1 2 3 4

Feel free to explain any of your responses to the above criteria here (use other side if necessary)

Would you work for this supervisor again? _____ Yes ___ No ___ Uncertain

Would you work for this Organization again? _____ Yes ___ No ___ Uncertain

Would you recommend this organization to other students? _____ Yes ___ No ___ Uncertain

Supervisor evaluation of student intern

Student: _____

Organization: _____

Supervisor: _____

1. Unsatisfactory (never demonstrates this ability/does not meet expectations)
2. Fair (sometimes demonstrates this ability/meets expectations)
3. Commendable (usually demonstrates this ability/Sometimes exceeding expectations)
4. Exceptional (Always demonstrates this ability/ consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank

1. Ability to learn

- | | | | | |
|---|---|---|---|---|
| 1) Asks pertinent and purposeful questions | 1 | 2 | 3 | 4 |
| 2) Seeks out and utilizes appropriate resources | 1 | 2 | 3 | 4 |
| 3) Accepts responsibility for mistakes and learns for experiences | 1 | 2 | 3 | 4 |

2. Reading/Writing skills

- | | | | | |
|--|---|---|---|---|
| 1) Reads/comprehends and follows written materials | 1 | 2 | 3 | 4 |
| 2) Communicates ideas and concepts clearly in writing | 1 | 2 | 3 | 4 |
| 3) Works with mathematical procedures appropriate to job | 1 | 2 | 3 | 4 |

3. Listening & oral communication

- | | | | | |
|--|---|---|---|---|
| 1) Listens to others in active and attentive manner | 1 | 2 | 3 | 4 |
| 2) Effectively participates in meetings or groups settings | 1 | 2 | 3 | 4 |
| 3) Demonstrates effecting verbal communications | 1 | 2 | 3 | 4 |

4. Creative thinking & problem solving skills

- | | | | | |
|--|---|---|---|---|
| 1) Breaks down complex tasks/problems into manageable pieces | 1 | 2 | 3 | 4 |
| 2) Brainstorms /develops options and ideas | 1 | 2 | 3 | 4 |
| 3) Demonstrates an analytical capacity | 1 | 2 | 3 | 4 |

5. Professional & career Development skills

- | | | | | |
|---|---|---|---|---|
| 1) Exhibits self-motivated approach to work | 1 | 2 | 3 | 4 |
| 2) Demonstrates ability to set appropriate priorities/goals | 1 | 2 | 3 | 4 |
| 3) Exhibits professional behavior and attitude | 1 | 2 | 3 | 4 |

6. Interpersonal & teamwork skills

- | | | | | |
|--|---|---|---|---|
| 1) Manages and resolves conflicts in an effective manner | 1 | 2 | 3 | 4 |
| 2) Supports and contributes to a team atmosphere | 1 | 2 | 3 | 4 |
| 3) Demonstrates assertive but appropriate behavior | 1 | 2 | 3 | 4 |

7. Organizational effectiveness skills

- | | | | | |
|---|---|---|---|---|
| 1) Seeks to understand and support the organization's mission/goals | 1 | 2 | 3 | 4 |
| 2) Fits in the norms and exceptions of the organization | 1 | 2 | 3 | 4 |
| 3) Works within appropriate authority and decision-making channels | 1 | 2 | 3 | 4 |

8. Basic work habits

1) Reports to as scheduled and on-time	1	2	3	4
2) Exhibits a positive and constructive attitude	1	2	3	4
3) Dress and appearance are appropriate for this organization	1	2	3	4

9. Character attributes

1) Brings a sense of value and integrity to the job	1	2	3	4
2) Behaves in an ethical manner	1	2	3	4
3) Respects the diversity (religious/cultural/ethnic) of this organization	1	2	3	4

Open category: industry-specific skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation?

If so please list these skills below and assess the intern accordingly

1 _____	1	2	3	4
2 _____	1	2	3	4
3 _____	1	2	3	4

Comments

Overall Performance

Unsatisfactory	poor		average			good		outstanding	
1	2	3	4	5	6	7	8	9	10

This assessment was reviewed with the intern on (month/day/year)

Evaluator's signature: _____ Date: _____

Title/position: _____ Telephone _____