

898 Evaluation Form

Student: _____ Major Professor: _____

Please rate the following aspects of your internship experience on the basis of this scale (do not select any that don't apply to this internship experience):

1. Unsatisfactory (Never demonstrates this ability/does not meet expectations)
2. Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
3. Fair (Sometimes demonstrates this ability/meets expectations)
4. Satisfactory (Usually demonstrates this ability/sometimes exceeds expectations)
5. Exceptional (Always demonstrates this ability/consistently exceeds expectations)

Rate all the following skills from 1 to 5. (1 being the lowest and 5 being the highest)

A. Ability to Learn

1. Asks pertinent and purposeful questions _____
2. Seeks out and utilizes appropriate resources _____
3. Accepts responsibility for mistakes and learns from experiences _____

B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials _____
2. Communicates ideas and concepts clearly in writing _____
3. Works with mathematical procedures appropriate to the job _____

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner _____
2. Effectively participates in meetings or group settings _____
3. Demonstrates effective verbal communication skills _____

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces _____
2. Brainstorms/develops options and ideas _____
3. Demonstrates an analytical capacity _____

E. Professional & Career Development Skills

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

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner _____
2. Supports and contributes to a team atmosphere _____
3. Active participant in team meetings _____

G. Organizational Effectiveness Skills

1. Seeks to understand and support the organization's mission/goals _____
2. Adapts to changes in the work environment, changes approaches to best fit situation _____
3. Works within appropriate authority and decision-making channels _____

H. Basic Work Habits

1. Meets deadlines in a timely manner _____
2. Exhibits a positive and constructive attitude _____
3. Keeps commitments to co-workers and supervisors _____

I. Overall Internship Performance _____

J. 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. _____
2. _____

K. Comments:

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

This assessment was reviewed between the Major Professor and the student on (Month/Day/Year)
_____.

Major Professor's contact information:

Name: _____ Date: _____

Telephone: _____ Email: _____

The Evaluator is welcome to contact the Major Professor.