1. **Introduction**
   Thank you for taking the time to complete this evaluation. It will provide valuable feedback to ensure that student intern meets the objectives of this experience. *(Information will be shared with the Faculty Internship Advisor and he/she will be responsible for communicating information deemed necessary with the student intern.)*

   *PLEASE COMPLETE THIS SURVEY WITHIN 3 DAYS OF HAVING RECEIVED THIS MESSAGE.*

2. **Your Name**

3. **Your Student/Intern’s Name**

4. **Your Company/Organization Affiliation**

5. **Rate your intern’s experiences so far on the following dimensions:**

   1. Unsatisfactory (never demonstrates this ability/does not meet expectations)
   2. Poor (seldom demonstrates this ability/rarely meets expectations)
   3. Average (sometimes demonstrates this ability/meets expectations)
   4. Good (usually demonstrates this ability/sometimes exceeds expectations)
   5. Outstanding (always demonstrates this ability/consistently exceeds expectations)

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

   **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. Demonstrates assertive but appropriate behavior

G. Organizational Effectiveness Skills
1. Seeks to understand and support the organization's mission/goals
2. Fits in with the expectations and culture of the organization
3. Works with appropriate authority and decision-making channels

H. Basic Work Habits
1. Reports to work as scheduled and on-time
2. Exhibits a positive and constructive attitude
3. Dress and appearance are appropriate for this organization

I. Character Attributes
1. Brings a sense of values and integrity to the job
2. Behaves in an ethical manner
3. Respects the diversity of co-workers (religious/cultural/ethnic)

J. Are there any skills or competencies that you believe are important to the profession or career-field that have not been previously mentioned in this evaluation? If so, please list these skills below and assess the intern accordingly.
1.
2.
3.

K. Comments:

L. Overall performance (if I were to rate the intern at the present time)

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
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