



## Final Internship Assessment by Student

Name of Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

*Please complete this evaluation upon completion of your internship program. This form is designed to help you reflect upon your internship experiences, and also to provide feedback to your employer. Feel free to use the back of this sheet or additional pages for any additional comments. The employer **may use** the comments provided as a testimonial for the company and its future internship programs.*

### A. Assess Your Skills

To what degree did your skills improve as a result of this internship experience?

Rank accordingly and provide response on back of sheet, if you wish.

- \_\_\_\_\_ a. Written Communication
- \_\_\_\_\_ b. Oral Communication
- \_\_\_\_\_ c. Problem Solving
- \_\_\_\_\_ d. Decision Making
- \_\_\_\_\_ e. Interpersonal/Teamwork
- \_\_\_\_\_ f. Self-Management
- \_\_\_\_\_ g. Initiative
- \_\_\_\_\_ h. Leadership
- \_\_\_\_\_ i. Word-processing and/or data-entry
- \_\_\_\_\_ j. Spreadsheet and/or database
- \_\_\_\_\_ k. Internet/E-mail
- \_\_\_\_\_ l. General Knowledge of Business
- \_\_\_\_\_ m. Specific Job/Industry Knowledge
- \_\_\_\_\_ n. Other Office Skills (filing, photocopying, etc.)
- \_\_\_\_\_ o. Other: \_\_\_\_\_

### B. Evaluate Your Performance

On a scale of 1 to 5, please evaluate your performance in each of the following areas.

**1=Lack this skill 2=Limited/minimal skill level 3= Adequate/average skill level**

**4=Above average skill level 5=Exceptional skill level N/A Not Applicable**

#### 1. Communication Skills

- \_\_\_\_\_ a. Demonstrate oral communication skills required for the job
- \_\_\_\_\_ b. Write clearly and concisely
- \_\_\_\_\_ c. Willing to speak up, communicate information, and ask questions
- \_\_\_\_\_ d. Listen to feedback and work to improve

**2. Problem-Solving/Decision-Making Skills**

- a. Analyze situations and take appropriate action
- b. Offer creative solutions to problems
- c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe
- d. Resolve problems in an appropriate timeframe

**3. Teamwork**

- a. Establish rapport and credibility among team members
- b. Share information and resources with others
- c. Assist and cooperate with co-workers
- d. Demonstrate willingness to put forth extra time and effort
- e. Assume appropriate leadership role(s)

**4. Self-Management**

- a. Produce high-quality, accurate work
- b. Seek new strategies when current approach is not effective
- c. Display good judgment and establish priorities
- d. Use time efficiently
- e. Demonstrate ethical behavior
- f. Arrive on time and maintain agreed hours

**5. Initiative**

- a. Seek opportunities to learn
- b. Take initiative to get a job done, even if not specifically told to do so
- c. Act decisively on critical issues
- d. Overcome obstacles and problems
- e. Set and communicate goals; follow-up with results

**6. Technical Skills**

- a. Possess the technical skills required for this position
- b. Willing to learn new skills and enhance existing technical skills
- c. Use appropriate technology for tasks
- d. Use technology to perform effectively

**C. Comments**

1. In terms of preparation for your learning experience, your **prior academic coursework** was:

- very useful    of some use    not very useful

2. In terms of preparation for your learning experience, your **prior work experience** was:

- very useful    of some use    not very useful

3. The job orientation provided to you by your employer was:

- very thorough    sufficient    inadequate



4. How did your **learning objectives** contribute to the educational benefits of your overall learning experience?

- large contribution    some contribution    little or no contribution

5. Please assess the job responsibilities your employer assigned to you:

- difficult to achieve    challenging, but attainable    not challenging

6. How would you assess the **overall educational value** of your internship experience?

- very valuable    generally worthwhile    of some value    very limited value/no value

7. How would you assess your overall performance?

- outstanding    above average    satisfactory    below average    unsatisfactory

What suggestions do you have to improve the quality of this internship (please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator.)

What has been the effect of this internship on your career goals? (Please use the back of this sheet to further explain.)