

MID-TERM EVALUATION OF STUDENT’S PROFESSIONAL DEVELOPMENT

This assessment is a tool used to measure the student’s worksite performance. The information of this document is one of the determining factors for the final internship grade. Other factors may include journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty advisor.

Student _____

Organization/Company _____

Supervisor _____

Dates of Internship: From _____ to _____

For the individual being evaluated, please give each statement a numerical value base upon the following:

- 4 Outstanding
- 3 Above Average
- 2 Average
- 1 Needs Improvement
- N Statement does not apply or is not appropriate to the position or level of functioning expected of the student.

I. PROFESSIONAL/PERSONAL DEVELOPMENT

| | | | | | | |
|-----|--|---|---|---|---|---|
| 1. | Demonstrates integrated workplace knowledge in completion of tasks. | 4 | 3 | 2 | 1 | N |
| 2. | When appropriate, functions effectively as part of a team. | 4 | 3 | 2 | 1 | N |
| 3. | Communicates effectively with supervisor. | 4 | 3 | 2 | 1 | N |
| 4. | Communicates effectively with co-workers and others. | 4 | 3 | 2 | 1 | N |
| 5. | Takes the initiative to solve problems – asks for direction when necessary | 4 | 3 | 2 | 1 | N |
| 6. | Keeps supervisor informed of work progress and process | 4 | 3 | 2 | 1 | N |
| 7. | Consistently completes work tasks at an advanced level of performance | 4 | 3 | 2 | 1 | N |
| 8. | Displays enthusiasm and interest in accomplishing assignments | 4 | 3 | 2 | 1 | N |
| 9. | Demonstrates effective time management skills | 4 | 3 | 2 | 1 | N |
| 10. | Set priorities for timely completion of assignments | 4 | 3 | 2 | 1 | N |
| 11. | Applies academic knowledge through analysis and synthesis | 4 | 3 | 2 | 1 | N |
| 12. | Possesses sufficient technical ability to accomplish the work | 4 | 3 | 2 | 1 | N |

| | | | | | | |
|-----|--|---|---|---|---|---|
| 13. | Objectively receives and acts upon constructive feedback | 4 | 3 | 2 | 1 | N |
| 14 | Assumes a leadership role when appropriate | 4 | 3 | 2 | 1 | N |
| 15. | Maintains an expected level of professionalism | 4 | 3 | 2 | 1 | N |

Comments: _____

II. PROFESSIONAL TRANSITION

| | | | | | | |
|----|--|---|---|---|---|---|
| 1. | Knows and respects organizational structure and protocol. | 4 | 3 | 2 | 1 | N |
| 2. | Aware of and interested in organizational objectives, goals and policies | 4 | 3 | 2 | 1 | N |
| 3. | Demonstrates understanding of corporate/organizational culture | 4 | 3 | 2 | 1 | N |
| 4. | Represents the organization with positive enthusiasm and attitude. | 4 | 3 | 2 | 1 | N |

Comments: _____

Mid-term Recommended Grade: _____

It is recommended that the employer review this assessment with the student. If this is not possible, it is the responsibility of the faculty advisor to review the assessment with the student prior to assigning a grade.

This assessment has been discussed with the student: YES _____ NO _____

Questions or concerns should be directed to The Office of Counseling and Career Services

Please fax the completed form to 440.449.2235

Confidentiality of Information:

This evaluation constitutes a confidential assessment that will become part of the student's confidential permanent record. IN the event the college is contacted by prospective employers for the purpose of obtaining personal or professional references for a student based upon their internship assessment, the College will **ONLY** share the location and dates of the student's assignment.