

AUGSBURG COLLEGE

NOTE: This document is a SAMPLE of the assessment you will be asked to fill out at the end of the internship, and is intended to be used as a resource. Please do NOT fill out and turn in. Towards the end of the internship you will receive the official evaluation link via email.

*** Student Information:**

Faculty Supervisor: _____

*Please use the following scale: 1 = Did not meet expectation, 2 = Below average in meeting expectation, 3 = Meets expectation, 4 = Above average in meeting expectation, 5 = Exceptional in meeting expectation, N/A = Not applicable or cannot assess

[illegible]

AUGSBURG COLLEGE

Clair and Gladys Strommen Center for Meaningful Work
Center, Suite 100 • 612-330-1148 • augsborg.edu/strommen

2. Communication Skills

[illegible]

3. Problem Solving/Decision Making Skills

[illegible]

4. Initiative & Self-Management Skills

[illegible]

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5. Technical Skills

6. Leadership & Character

7. Interpersonal & Teamwork Skills

8. Sensitivity to Diversity

[illegible]

Internship Evaluation by Student

9. Professionalism

	1	2	3	4	5	N/A
Practices professional appearance and conduct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates professional confidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates professional demeanor with clients or customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows trustworthiness and confidentiality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates/practices ethical behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regularly on time and maintains agreed hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please include any comments related to the above ratings.

Part II. Please list and rate 4 to 5 primary tasks performed in fulfilling your job responsibilities.

Task #1 Please describe the task assigned: _____

Please rate your performance.

- ☐ 1 = Limited ability. Performance did not meet expectation.
- ☐ 2 = Some ability. Performance improvement needed.
- ☐ 3 = Adequate/average ability. Performance met expectation
- ☐ 4 = High ability. Performance exceeded expectation.
- ☐ 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.

Task #2 Please describe the task assigned: _____

Please rate your performance.

- ☐ 1 = Limited ability. Performance did not meet expectation.
- ☐ 2 = Some ability. Performance improvement needed.
- ☐ 3 = Adequate/average ability. Performance met expectation
- ☐ 4 = High ability. Performance exceeded expectation.
- ☐ 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.

Internship Evaluation by Student

Task #3 Please describe the task assigned: _____

Please rate your performance.

- ☐ 1 = Limited ability. Performance did not meet expectation.
- ☐ 2 = Some ability. Performance improvement needed.
- ☐ 3 = Adequate/average ability. Performance met expectation
- ☐ 4 = High ability. Performance exceeded expectation.
- ☐ 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.

Task #4 Please describe the task assigned: _____

Please rate your performance.

- ☐ 1 = Limited ability. Performance did not meet expectation.
- ☐ 2 = Some ability. Performance improvement needed.
- ☐ 3 = Adequate/average ability. Performance met expectation
- ☐ 4 = High ability. Performance exceeded expectation.
- ☐ 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.

Task #5 Please describe the task assigned: _____

Please rate your performance.

- ☐ 1 = Limited ability. Performance did not meet expectation.
- ☐ 2 = Some ability. Performance improvement needed.
- ☐ 3 = Adequate/average ability. Performance met expectation
- ☐ 4 = High ability. Performance exceeded expectation.
- ☐ 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.

Internship Evaluation by Student

Part III. Please respond to the following, sharing your reflections into your academic, personal, professional and career growth and development.

1. What two theories/concepts/skills/courses from your major (minor) did you apply to this internship and how?
2. What general education ideas/concepts and graduation skills did you apply to this internship experience and how?
3. What were your strengths and what development did you observe in your knowledge, skills, personal, and/or professional performance?
4. Where do you need improvement and what will you do to make yourself better prepared for the workplace and/or a career?
5. How has this experience affected your education plans and/or career direction? Have they been confirmed or changed?
6. Overall, before the internship, I would rate my knowledge, professional confidence, skills and performance:
 - ☐ Excellent
 - ☐ Above Average
 - ☐ Satisfactory
 - ☐ Below Average
 - ☐ Unsatisfactory
7. Overall, after the internship, I would rate my knowledge, professional confidence, skills and performance:
 - ☐ Excellent
 - ☐ Above Average
 - ☐ Satisfactory
 - ☐ Below Average
 - ☐ Unsatisfactory
8. Would you recommend this internship site to another student?
 - ☐ Definitely
 - ☐ Yes, with some hesitations
 - ☐ Maybe
 - ☐ Probably not
 - ☐ Definitely not
9. Please explain why you would or would not recommend this site:
10. Date Evaluation Completed (mm/dd/yyyy): _____