

## Intern/Co-op/REU Student Evaluation

<b>Student:</b>	<b>Employer:</b>
<b>Major:</b>	<b>Contact:</b>
<b>Class Level:</b>	<b>Evaluator:</b>
<b>Faculty Advisor:</b>	<b>Department:</b>

**INSTRUCTIONS:** This evaluation is very important in determining the quality of your internship experience, both for yourself and the students who may follow you in the same position. This evaluation should be honest and indicate both positive and negative aspects of the assignment. Your comments are only for confidential use by the STEM Professional Services office and your Faculty Advisor. Thank you.

### SECTION 1: Please rate yourself below based on your impression of your performance level

<p><b>PROFESSIONAL APPEARANCE:</b>  <i>Appropriately dressed for the internship position and your company culture</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Always well-dressed/ groomed</li> <li><input type="checkbox"/> Usually well-dressed/groomed</li> <li><input type="checkbox"/> Dress/grooming needs attention</li> <li><input type="checkbox"/> Unsatisfactory dress/grooming</li> </ul>	<p><b>VERBAL COMMUNICATION:</b>  <i>Clearly exchanging information, ideas, and facts, verbally, while utilizing active listening.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent verbal skills</li> <li><input type="checkbox"/> Very good verbal skills</li> <li><input type="checkbox"/> Good verbal skills</li> <li><input type="checkbox"/> Fair verbal skills</li> <li><input type="checkbox"/> Poor verbal skills</li> <li><input type="checkbox"/> Did not observe/cannot judge</li> </ul>	<p><b>RELATIONSHIP WITH OTHERS:</b>  <i>Building positive, collaborative relationships to work effectively with diverse teams.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Builds exceptional rapport with people</li> <li><input type="checkbox"/> Works well with most people</li> <li><input type="checkbox"/> Gets along satisfactorily</li> <li><input type="checkbox"/> Some difficulty working with others</li> <li><input type="checkbox"/> Works very poorly with others</li> </ul>
<p><b>PROFESSIONALISM:</b> <i>Knowing work environments differ greatly, understanding and demonstrate effective work habits, and act in the interest of the larger community and workplace.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Always conducted self in an appropriate/professional manner</li> <li><input type="checkbox"/> Usually conducted self in an appropriate/professional manner</li> <li><input type="checkbox"/> Sometimes conducted self in an appropriate/professional manner</li> <li><input type="checkbox"/> Rarely conducted self in an appropriate/professional manner</li> </ul>	<p><b>WRITTEN COMMUNICATIONS:</b>  <i>Clearly exchanging information, ideas, and facts, via emails, notes, memos, letters, reports, and any other documents</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent written skills</li> <li><input type="checkbox"/> Very good written skills</li> <li><input type="checkbox"/> Good written skills</li> <li><input type="checkbox"/> Fair written skills</li> <li><input type="checkbox"/> Poor written skills</li> <li><input type="checkbox"/> Did not observe/cannot judge</li> </ul>	<p><b>TECHNOLOGY:</b> <i>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent technology</li> <li><input type="checkbox"/> Very good computer skills</li> <li><input type="checkbox"/> Good computer skills</li> <li><input type="checkbox"/> Fair computer skills</li> <li><input type="checkbox"/> Poor computer skills</li> <li><input type="checkbox"/> Did not observe/cannot judge</li> </ul>
<p><b>CRITICAL THINKING:</b>  <i>Identifying and analyzing problems to reach sound conclusions and solutions.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptionally mature</li> <li><input type="checkbox"/> Good decision-making skills</li> <li><input type="checkbox"/> An average decision maker</li> <li><input type="checkbox"/> Often uses poor judgment</li> <li><input type="checkbox"/> Consistently uses bad judgment</li> </ul>	<p><b>LEADERSHIP PROFICIENCY:</b>  <i>Leveraging strengths to guide, motivate, and collaborate with others to achieve common goals.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent</li> <li><input type="checkbox"/> Above Average</li> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Below Average</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>	<p><b>CAREER &amp; SELF-DEVELOPMENT:</b>  <i>Proactively managing one's career, identifying strengths, and seeking opportunities for professional growth.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advanced</li> <li><input type="checkbox"/> Proficient</li> <li><input type="checkbox"/> Developing</li> <li><input type="checkbox"/> Emerging</li> <li><input type="checkbox"/> Beginner</li> </ul>
<p><b>CAREER READINESS:</b>  <i>Demonstrates the behaviors, mindset, and professional maturity to succeed in a professional role.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Career-Ready</li> <li><input type="checkbox"/> High Readiness</li> <li><input type="checkbox"/> Moderately Ready</li> <li><input type="checkbox"/> Low Readiness</li> <li><input type="checkbox"/> Not Ready</li> </ul>	<p><b>QUALITY OF WORK:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent (<i>error-free</i>)</li> <li><input type="checkbox"/> Good (<i>minimal errors made</i>)</li> <li><input type="checkbox"/> Average (<i>acceptable errors</i>)</li> <li><input type="checkbox"/> Fair (<i>several errors</i>)</li> <li><input type="checkbox"/> Very poor (<i>too many errors</i>)</li> </ul>	<p><b>ACHIEVEMENT OF INTERNSHIP OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceeded objectives</li> <li><input type="checkbox"/> Met all objectives</li> <li><input type="checkbox"/> Met most objectives</li> <li><input type="checkbox"/> Failed to meet most objectives</li> <li><input type="checkbox"/> Did not complete any objectives</li> </ul>

**SECTION 2: Rate your ability to apply knowledge that you learned in the classroom**

**APPLICATION OF KNOWLEDGE— Science:** Biology, Chemistry, Geology, Environmental Science, Materials Science or Physics/Astronomy; **Technology:** Computer Science, Computing & Information Systems, or Information Technology; **Engineering and Engineering Technology:** Chemical Engineering, Civil & Construction Engineering Technology, Civil Engineering, Electrical & Computer Engineering, Electrical Engineering Technology, Industrial & Systems Engineering, Mechanical Engineering & Mechanical Engineering Technology; **Mathematics:** Mathematics

- Always able to apply classroom knowledge to solving problems and completing projects
- Usually able to apply classroom knowledge to solving problems and completing projects
- Occasionally able to apply classroom knowledge to completing the project
- Usually could not apply classroom knowledge to the assignment
- NOT /APPLICABLE to my specific major

**SECTION 3: Check which you feel best describes your OVERALL PERFORMANCE LEVEL**

- Very Strong     
  Strong     
  Satisfactory     
  Needs Improvement     
  Unsatisfactory

**SECTION 4: Complete the following based on your internship/co-op/REU**

How did you learn about STEM professional Services?	<input type="checkbox"/> Academic Advisor <input type="checkbox"/> Faculty suggestion <input type="checkbox"/> Friend or family	<input type="checkbox"/> Ad or flyer in the mail <input type="checkbox"/> Internship presentation <input type="checkbox"/> School curriculum	<input type="checkbox"/> Employer suggestion <input type="checkbox"/> Handshake Database <input type="checkbox"/> Other:
How did you find/locate your internship/co-op/REU assignment?	<input type="checkbox"/> STEM Expo <input type="checkbox"/> Employer contacted me <input type="checkbox"/> I contacted employer	<input type="checkbox"/> Faculty/staff referral <input type="checkbox"/> Friend/family referral <input type="checkbox"/> Internet research	<input type="checkbox"/> Current Employer <input type="checkbox"/> Handshake Database <input type="checkbox"/> Other:
What kind of orientation or training were you given by the employer to familiarize you with the assignment?			
What new skills did you learn?			
What academic subjects/courses did your assignment utilize?			
Which learning objectives did you meet/achieve?			
What, if any, contributions did you make to the assignment or the organization?			
How did this internship/co-op/REU differ from what you expected?			
What was the biggest surprise that you had during the internship/co-op/REU?			
Did the assignment help you test your career choice? Why or why not?			
Rate your internship/co-op/REU regarding the following areas:  (4-Excellent 3-Good 2-Fair 1-Poor)	___ Quantity of work given ___ Overall work assignment ___ Quality of supervision	___ Degree of responsibility ___ Relevance to career goals ___ Value of the experience	___ Technology/equipment used ___ Employer communications ___ Networking opportunity

Please check one or more statements that apply to you regarding this assignment.	<input type="checkbox"/> Asked to continue the assignment <input type="checkbox"/> Will return for future assignments <input type="checkbox"/> Offered a job after graduation <input type="checkbox"/> Would accept regular job if asked <input type="checkbox"/> Enjoyed but do not want to return <input type="checkbox"/> Did not like the assignment <input type="checkbox"/> Did not like my supervisor <input type="checkbox"/> Did not like the organization
What could have been done differently to have made your internship better?	
YOUR OVERALL COMMENTS:	