

**Intern Evaluation**

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

Dates Covered by this Report: \_\_\_\_\_

Initial Report: (60 hours) \_\_\_\_\_ Final Report: (120 hours) \_\_\_\_\_

**To the Site Supervisor: Please complete and sign this report after student has completed the initial time period (60 hours) and the complete experience (120 hours) and return it to Ai Minnesota.**

- Rating Scale**
- 4** = Excellent ..... Intern is able to perform skill with no supervision
  - 3** = Good..... Intern is able to perform skill with little supervision
  - 2** = Fair ..... Intern is able to perform skill with close supervision
  - 1** = Unsatisfactory ..... Intern is unable to perform skill
  - N/A**..... Not applicable

<b>In general, the student behaves professionally.</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Conduct one's self in a professional manner at the internship site. This includes such things as appropriate dress, language, self-disclosure, and punctuality.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Demonstrate a willingness to learn.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Demonstrate motivation to be successful in the internship setting.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Work cooperatively with others to achieve a common goal.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Follow written and oral directions.</li> </ul>	N/A	1	2	3	4
<b>In general, the student acts ethically.</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Maintain a code of professional ethics.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Recognize and adhere to rules and standards of academic and intellectual integrity such as those related to plagiarism.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Differentiate between lawful and unlawful uses of copyrighted material.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Recognize and adhere to copyright laws governing the use of emerging technology.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Recognize and adhere to safety policies and procedures in a work setting.</li> </ul>	N/A	1	2	3	4
<b>In general, the student utilizes required professional skills.</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Analyze, prioritize, and sequence project and/or job related tasks.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Adhere to established time frames for completion of work.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Adhere to established requirements and standards for completion of work.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Apply technical and creative skills associated with their chosen field in a professional setting.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Communicate effectively, in writing and orally, with others.</li> </ul>	N/A	1	2	3	4
<b>In general, the student embraces professional development.</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Incorporate constructive feedback into subsequent tasks and/or project activities.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Monitor the latest events and developments in their chosen field.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Evaluate personal and professional skills and interests relative to their application in possible career paths in their chosen professional field.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Conduct networking activities with pertinent industry groups, individuals, and/or associations.</li> </ul>	N/A	1	2	3	4
<ul style="list-style-type: none"> <li>• Identify alternative solutions to problems and select the best solution to problems.</li> </ul>	N/A	1	2	3	4

Please list and evaluate any additional duties performed by this intern: \_\_\_\_\_

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Are there any factors that would improve this intern's employability? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

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General Comments: \_\_\_\_\_

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Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_