



Department of Environment Biology

898 Evaluation Form

Student Name: _____

Major Professor: _____

Please rate the following aspects of your internship experience on the basis of this scale.

- | | | |
|--------------------|-------------------------------------|-----------------------------------|
| 1. Unsatisfactory | Never demonstrates this ability | does not meet expectations |
| 2. Uncomplimentary | Seldom demonstrates this ability | rarely meets expectations |
| 3. Fair | Sometimes demonstrates this ability | meets expectation |
| 4. Satisfactory | Usually demonstrates this ability | sometimes exceeds expectations |
| 5. Exceptional | Always demonstrates this ability | consistently exceeds expectations |

Rate all the following skills from 1 to 5. (1 being the lowest and 5 being the highest)

A. Ability to Learn

- | | |
|---|-----|
| 1. Asks pertinent and purposeful questions. | ___ |
| 2. Seeks out and utilizes appropriate resources. | ___ |
| 3. Accepts responsibility for mistakes and learns from experiences. | ___ |

B. Reading/Writing/Computation Skills

- | | |
|--|-----|
| 1. Reads/comprehends/follows written materials | ___ |
| 2. Communicates ideas and concepts clearly in writing | ___ |
| 3. Works with mathematical procedures appropriate to the job | ___ |

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner _____
2. Effectively participates in meetings and group settings _____
3. Demonstrates effective verbal communication skills _____

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces _____
2. Brainstorms/develops options and ideas _____
3. Demonstrates an analytical capacity _____

E. Professional & Career Development Skills

1. Exhibits self-motivated approach to work _____
2. Demonstrates ability to set appropriate priorities/goals _____
3. Exhibits professional behavior and attitude _____

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner _____
2. Supports and contributes to a team atmosphere _____
3. Active participant in team meetings _____

G. Organizational Effectiveness Skills

1. Seeks to understand and support the organization's mission/goals _____
2. Adapts to changes in the work environment, changes approaches to best fit situation _____
3. Works within appropriate authority and decision-making channels _____

H. Basic Work Habits

1. Meets deadlines in a timely manner _____
2. Exhibits a positive and constructive attitude _____
3. Keeps commitments to co-workers and supervisors _____

I. Overall Internship Performance

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1. _____

2. _____

K. Comments:

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

The assessment was reviewed between the Major Professor and the student on
(Month/Day/Year) _____.

Major Professor's contact information:

Name: _____ Date: _____

Telephone: _____

The Evaluator is welcome to contact the Major Professor.