
MID-SEMESTER INTERN EVALUATION

Internship Coordinator
The College of St. Catherine
Career Services, Mail# F-26
2004 Randolph Avenue
St. Paul, MN 55105
(612) 690-6510 Fax# 690-6024

Student _____

Agency/Organization _____

Site Supervisor _____

Faculty Internship Advisor _____

Faculty Mail # _____, 2004 Randolph Avenue, St. Paul, MN 55105

To Site Supervisor:

So that the Faculty Internship Advisor can better assess the performance and progress of the Student Intern working with you, we ask that you fill out this evaluation form with the Student Intern and return it within five (5) days. Send completed Mid-Semester Evaluation form to the Internship Coordinator at the address listed above. If this is a non-credit internship, send only the Internship Coordinator copy.

1. Please describe the major activities of your Student Intern to date.
2. Please comment on the Student Intern's general work competence, including attitude, responsibility, independence, initiative, and follow-through.
3. Have there been any changes in the Student Intern's work description as it appears on the Learning Contract? If yes, explain.
4. Please review the Learning Contract and comment on the progress the Student Intern has made in reaching her learning goals.

WHITE - Student Intern YELLOW - Site Supervisor PINK - Faculty Internship Advisor GOLD - Internship Coordinator

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5. What are the Student Intern's strengths? What areas of the Student Intern's work could be improved? How can this be accomplished?

6. Comment on the value of the Student Intern's assistance to your organization, noting any special accomplishments. How can this be increased?

7. Do you have any comments about the Student Intern or the Internship Program in general?

8. In your estimation, is the Student Intern suited to pursue a career in this field?

9. Indicate how satisfied you are with the Student Intern's performance in the following areas:

	Very Good	5	Satisfactory	3	Needs Improvement	1	NA
	6		4		2		
Possesses necessary writing skills							
Shows ability to work independently							
Does assignments thoroughly							
Exhibits a sense of responsibility							
Able to accept and use constructive feedback							
Shows creativity & originality on assignments							
Functions at a high level of productivity							
Exhibits a professional attitude							
Adapts to changing circumstances							
Displays a spirit of cooperation							
Is punctual							
Presents an appropriate personal appearance							
Exhibits an overall sense of maturity							
Overall assessment of the Student Intern							

Site Supervisor

Date

Student Intern

Date

WHITE - Student Intern YELLOW - Site Supervisor PINK - Faculty Internship Advisor GOLD - Internship Coordinator