



## INTERNSHIP FINAL EVALUATION

STUDENT NAME:	INTERNSHIP SITE:
MENTOR NAME/TITLE:	

The Alverno College Internship Evaluation has been designed to reflect the intern’s learning as it relates to her personal and professional development. It is based on Alverno’s *Eight Abilities* as well as the *NACE Career Readiness Competencies* published by the National Association of Colleges and Employers.

Mentors: Use the ratings below to indicate (√) the student’s performance for each competency area. There is space at the end to include additional comments. Review this evaluation with your intern and sign/date the form.

- 5      Excellent - consistently works above expectations
- 4      Above average - works above expectations on some occasions
- 3      Satisfactory - meets expectations
- 2      Developing - emerging skill but still needs improvement
- 1      Unsatisfactory - expectation not met/ skill not demonstrated
- NA     Not applicable - no opportunity to demonstrate this skill

<b>COMMUNICATION</b>	5	4	3	2	1	NA
Writes clearly and accurately with an awareness of audience						
Speaks clearly and accurately with an awareness of audience						
Able to communicate her work and role to a variety of audiences (e.g., internal employees and/or external clients)						

<b>INTERACTION WITH OTHERS</b>	5	4	3	2	1	NA
Works collaboratively as a team member						
Handles tension and conflict situations						
Accepts feedback and uses it to improve performance						

<b>CRITICAL THINKING/PROBLEM SOLVING</b>	5	4	3	2	1	NA
Obtains, interprets and uses knowledge, facts and data to analyze problems						
Demonstrates independence in solving problems						
Demonstrates creativity in solving problems						
Takes initiative						

<b>PROFESSIONALISM AND WORK ETHIC</b>	5	4	3	2	1	NA
Adheres to assigned work schedule (						
Completes assignments on time						
Understands and complies with company policies (e.g., HIPPA, dress code, technology use)						
Shows understanding of formal and informal structure of the organization						
Verbal/non-verbal behaviors express values/attitudes appropriate for the site						
Follows ethical codes relevant to the field						

<b>GLOBAL/INTERCULTURAL FLUENCY</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Respects the diversity of co-workers and clients						
Works to understand individual differences						

<b>INFORMATION TECHNOLOGY APPLICATIONS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Selects and uses appropriate technology to accomplish a given task						
Applies computing skills to solve problems						

<b>CAREER MANAGEMENT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Takes advantage of additional opportunities for learning beyond assigned tasks						
Seeks information about steps needed for professional growth						

Overall, how would you evaluate the student's performance? Please check:  Satisfactory  Unsatisfactory

Total hours completed: \_\_\_\_\_

Additional comments:

SIGNATURES:

Mentor: \_\_\_\_\_  
(print name) (signature)

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Mentor: Please send a copy of this evaluation to Alverno's Career Studio:

**Alverno College Career Studio, Internship Program, 3400 S. 43<sup>rd</sup> Street, Milwaukee, WI 53234**