



## INTERNSHIP MID-SEMESTER EVALUATION

Student Intern: \_\_\_\_\_ Site: \_\_\_\_\_

Site Mentor: \_\_\_\_\_ Phone: \_\_\_\_\_

**MENTOR:** Please complete this mid-semester check-in. Type or write legibly. After reviewing with student, please make one copy for yourself, one for the student and send the original to Alverno's Internship Office.

**1. Please evaluate the student's demonstration of the following professional behaviors:**

PROFESSIONALISM AND WORK ETHIC	Consistently works above expectations	Meets expectations	Emerging skill but still needs improvement
Adheres to assigned work schedule			
Understands and complies with company policies (e.g. HIPAA, dress code, technology use)			
Completes assignments on time			
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			
Other (identify)			

**2. Please evaluate the student's demonstration of the following abilities:**

ABILITY	Consistently works above expectations	Meets expectations	Emerging skill but still needs improvement
Communication (writing and speaking)			
Initiative			
Critical thinking and independent problem solving			
Interaction with others (e.g., works well as a team member, handles tension & conflict situations well, takes suggestions & feedback well)			
Respects the diversity of co-workers and clients			
Selects and uses appropriate technology to accomplish a given task			

3. Work towards mentor's goals is progressing:      YES                      NO

4. Work towards student 's goals is progressing:      YES                      NO                      Hours Completed to Date: \_\_\_\_\_

5. Additional comments or concerns:

**SIGNATURES:** Student: \_\_\_\_\_ Mentor: \_\_\_\_\_ Date: \_\_\_\_\_