

Clair and Gladys Strommen Center for Meaningful Work Christensen Center, Suite 100 • 612-330-1148 • augsburg.edu/strommen

NOTE: This document is a SAMPLE of the assessment you will be asked to fill out at the end of the internship, and is intended to be used as a resource. Please do <u>NOT</u> fill out and turn in. Towards the end of the internship you will receive the official evaluation link via email.

EVALUATION DIRECTIONS: As you near the completion of your internship, please complete the following student self-evaluation to rate your performance and learning during the course of your internship. Please provide a candid response as a copy of your evaluation results will be shared with your faculty supervisor and the Strommen Career & Internship Center. Please allow yourself at least 30 minutes to thoughtfully complete this final evaluation.

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**Part I.** To be completed at the end of the internship. Please provide a candid evaluation of your performance in each of the following areas.

\*Please use the following scale: 1 = Did not meet expectation, 2 = Below average in meeting expectation, 3 = Meets expectation, 4 = Above average in meeting expectation, 5 = Exceptional in meeting expectation, N/A = Not applicable or cannot assess

#### 1. Application/Integration & Building of Knowledge

	1	2	3	4	5	N/A
Sets and communicates learning goals.	O	0	<b>O</b>	O	O	<b>O</b>
Demonstrates competence in and applies knowledge of academic discipline.	O	O	O	C	O	O
Seeks out new learning.	O	O	O	O	O	O
Contributes ideas, information, and resources.	O	0	<b>O</b>	<b>O</b>	0	•
Learns new concepts, ideas, and methods easily.	0	O	0	C	O	O



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#### 2. Communication Skills

	1	2	3	4	5	N/A
Demonstrates level of oral communication skills necessary for the job.	O	<b>O</b>	0	O	O	•
Writes clearly and effectively for the job.	O	O	O	O	O	O
Speaks up appropriately and communicates information in groups and one-to-one.	O	<b>O</b>	0	O	O	•
Listens to others and asks for clarification.	0	0	•	0	0	O
Makes effective formal presentations.	O	0	C	C	O	O

### 3. Problem Solving/Decision Making Skills

	1	2	3	4	5	N/A
Recognizes problems and seeks solutions.	0	O	0	0	O	•
Seeks to understand the "big picture."	0	0	0	0	0	O
Adopts new strategies readily when current approach is not effective.	0	0	0	O	O	•
Evaluates own ideas, seeks out evidence and viewpoints of others.	0	0	O	O	O	•
Resolves problems in adequate time period.	0	O	0	0	0	O
Ability to be thoughtful, shows good judgments and makes reasonable decisions.	<b>O</b>	O	O	O	O	O

### 4. Initiative & Self-Management Skills

	1	2	3	4	5	N/A
Produces consistent high-quality work.	O	O	0	O	O	O
Is self-motivated and can work independently with little direct supervision.	O	O	O	O	O	•
Completes work despite obstacles/problems.	O	O	0	0	•	0
Establishes priorities and follows through.	•	•	0	<b>O</b>	O	O
Demonstrates efficient use of time.	O	•	0	O	O	O
When given feedback, takes action to improve/change.	O	O	•	<b>O</b>	•	O



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#### 5. Technical Skills

	1	2	3	4	5	N/A
Has the technical skills required for position.	0	O	0	0	0	O
Shows willingness to learn new technology.	•	O	O	O	0	O

#### 6. Leadership & Character

	1	2	3	4	5	N/A
Brings a sense of values and integrity to the workplace.	•	0	0	•	•	O
Seeks to be of service to others.	9	0	0	0	0	O
Acts decisively on critical issues.	0	•	0	0	0	O
Takes appropriate leadership roles and shows leadership ability.	0	O	0	O	•	0

### 7. Interpersonal & Teamwork Skills

	1	2	3	4	5	N/A
Contributes positively to work team.	O	O	O	•	O	O
Is willing to put in extra time and effort.	0	O	O	O	O	O
Effectively relates to and cooperates with coworkers.	O	O	O	0	O	O
Works effectively with supervisor.	•	O	O	O	•	O

### 8. Sensitivity to Diversity

	1	2	3	4	5	N/A
Demonstrates openness to working with people of different genders, cultural, religious, ethnic backgrounds, ages & abilities.	•	0	0	0	0	0
Seeks out opportunities to work with people with different backgrounds and ideas.	O	•	•	•	•	0



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#### 9. Professionalism

	1	2	3	4	5	N/A
Practices professional appearance and conduct.	O	O	O	O	O	O
Demonstrates professional confidence.	O	O	O	O	O	•
Demonstrates professional demeanor with clients or customers.	O	•	•	•	O	0
Shows trustworthiness and confidentiality.	O	O	O	O	O	O
Demonstrates/practices ethical behavior.	O	C	•	O	C	•
Regularly on time and maintains agreed hours.	0	0	O	0	0	O

Please include any comments related to the above ratings.

Task #1 Please describe the task assigned:

### Part II. Please list and rate 4 to 5 primary tasks performed in fulfilling your job responsibilities.

Please rate your performance.
O 1 = Limited ability. Performance did not meet expectation.
O 2 = Some ability. Performance improvement needed.
O 3 = Adequate/average ability. Performance met expectation
O 4 = High ability. Performance exceeded expectation.
O 5 = Very high ability. Best possible performance.
Please include any comments related to the above rating.
Task #2 Please describe the task assigned:

Please rate your performance.

- 1 = Limited ability. Performance did not meet expectation.
- O 2 = Some ability. Performance improvement needed.
- O 3 = Adequate/average ability. Performance met expectation
- 4 = High ability. Performance exceeded expectation.
- 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.



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<ul> <li>1 = Limited ability. Performance did not meet expectation.</li> <li>2 = Some ability. Performance improvement needed.</li> <li>3 = Adequate/average ability. Performance met expectation.</li> <li>4 = High ability. Performance exceeded expectation.</li> <li>5 = Very high ability. Best possible performance.</li> <li>Please include any comments related to the above rating.</li> </ul> Task #4 Please describe the task assigned:
<ul> <li>2 = Some ability. Performance improvement needed.</li> <li>3 = Adequate/average ability. Performance met expectation</li> <li>4 = High ability. Performance exceeded expectation.</li> <li>5 = Very high ability. Best possible performance.</li> <li>Please include any comments related to the above rating.</li> </ul> Task #4 Please describe the task assigned:
<ul> <li>3 = Adequate/average ability. Performance met expectation</li> <li>4 = High ability. Performance exceeded expectation.</li> <li>5 = Very high ability. Best possible performance.</li> <li>Please include any comments related to the above rating.</li> </ul> Task #4 Please describe the task assigned:
<ul> <li>4 = High ability. Performance exceeded expectation.</li> <li>5 = Very high ability. Best possible performance.</li> <li>Please include any comments related to the above rating.</li> <li>Task #4 Please describe the task assigned:</li> </ul>
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O 5 = Very high ability. Best possible performance.
Please include any comments related to the above rating.
Task #5 Please describe the task assigned:
i ask #3 i lease describe the task assigned

Please rate your performance.

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- O 2 = Some ability. Performance improvement needed.
- O 3 = Adequate/average ability. Performance met expectation
- 4 = High ability. Performance exceeded expectation.
- $\circ$  5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.



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Part III. Please respond to the following, sharing your reflections into your academic, personal, professional and career growth and development.

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1.	What two theories/concepts/skills/courses from your major (minor) did you apply to this internship and how?
2.	What general education ideas/concepts and graduation skills did you apply to this internship experience and how?
3.	What were your strengths and what development did you observe in your knowledge, skills, personal, and/or professional performance?
4.	Where do you need improvement and what will you do to make yourself better prepared for the workplace and/or a career?
5.	How has this experience affected your education plans and/or career direction? Have they been confirmed or changed?
0000	Overall, before the internship, I would rate my knowledge, professional confidence, skills and performance: Excellent Above Average Satisfactory Below Average Unsatisfactory
0000	Overall, after the internship, I would rate my knowledge, professional confidence, skills and performance: Excellent Above Average Satisfactory Below Average Unsatisfactory
0000	Would you recommend this internship site to another student?  Definitely Yes, with some hesitations Maybe Probably not Definitely not
9.	Please explain why you would or would not recommend this site:
10.	. Date Evaluation Completed (mm/dd/yyyy):