

## Internship: Final Appraisal - Mentor

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**Intern:** Phuong Tran (*Boone*)

**Assigned Mentors:** Sean Sloanes

**Company:** Oregon Tool, Inc.

**Internship:** 1st Internship

**Intern's School:** Oregon State University

**Internship Discipline:** Mechanical Engineering - Manufacturing Option

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**Appraisal Last Updated:** December 20th, 2023 @ 12:05 pm

**Update Made By:** Sean Sloanes

## Assessment of Intern's Performance

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### Quality and Quantity of Work

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**Quality:** Were the assignments completed with the thoroughness and accuracy expected?

Exceeds Expectations

**Quantity:** Did the amount of work completed meet expectations?

Meets Expectations

**Comments:**

I was very pleased with the quality and quantity of Boone's work.

### Communication and Interpersonal Skills

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**Verbal:** Considering one-on-one interactions, group meetings, presentations, and other situations requiring verbal communications, how well did Phuong meet expectations?

Approaches Expectations

**Written:** Considering reports, project documentation, faxes, memos, procedures, technical writing, and other situations requiring written communications, how well did Phuong meet expectations?

Approaches Expectations

**Time Management:** Considering the ability to effectively multi-task, prioritize and complete work, and deal with other people's schedules, how well did Phuong manage time?

Meets Expectations

**Interpersonal Skills:** Considering the ability to work with and motivate others as well as attitude, in general, how well did Phuong meet expectations?

Exceeds Expectations

**Comments:**

Although English is a second language for Boone, he continues to grow his communication skills. Boone managed time very well and his interpersonal skills are better than most interns I've worked with.

## Technical Skills

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**Judgment:** How well did Phuong demonstrate the ability to use logic and make sound decisions?

Exceeds Expectations

**Ingenuity:** How well did Phuong demonstrate the ability to develop and integrate new ideas into sound solutions?

Meets Expectations

**Problem Solving:** How well did Phuong demonstrate problem solving methodologies and the ability to utilize these methodologies?

Meets Expectations

**Knowledge:** How well did Phuong demonstrate the expected knowledge of current skills and tools available to this discipline?

Meets Expectations

**Comments:**

Boone's ideas were great but his willingness to integrate new ideas and accept feedback is what sets him apart from a lot of interns and professional engineers.

## Work Ethic

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**Initiative:** did Phuong demonstrate a strong internal motivation?

Exceeds Expectations

**Responsibility:** How well did Phuong demonstrate a willingness to accept responsibility?

Exceeds Expectations

**Dependability:** How well did Phuong demonstrate dependability, taking into consideration punctuality and ability to complete agreed-upon tasks?

Meets Expectations

**Comments:**

Once Boone learns about a problem, he wants to go solve it! I have never mentored someone with his level of motivation and willingness to accept new projects.

## Appraisal of Intern's Activities/Objectives

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### Objectives

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#### How well were the objectives set at the midterm appraisal met?

Only one wasn't quite finished before the end of the internship. This was due to events outside of his control such as project manager availability as well as a large and potentially under-defined scope. The other two were met and exceeded my expectations.

#### Activities/Objectives Rating:

Exceeds Expectations

#### As a result of this internship, what would you characterize as Phuong's most significant strengths?

1. Ability/Willingness to listen to the "customer", identify areas of improvement and to seek feedback.
2. Ability to develop strong aptitude in CAD in a short period of time.
3. Excellent self-starter. There were several projects where Boone started collecting data or otherwise learning about the process ahead of project manager expectations.

#### As a result of this internship, what would you characterize as Phuong's most significant areas for improvement?

1. Verbal and Written communication is an area for improvement.
2. Standard Operating Procedure documentation.

#### As a result of this internship, what would you suggest Phuong continues to work on as they continue to explore in their career?

Continue to improve communication skills. Try to use the language that your audience will understand so that your points are clear.

## Overall Ranking of the Internship

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Based on the ratings and input listed in this appraisal, how would you rate this portion of the internship?

Exceeds Expectations

If this is their first internship, do you recommend Phuong for a second? If this is their final internship, do you recommend they graduate in good standing with the MECOP program?

Yes

Describe any outstanding contributions Phuong made, and specify how the company benefited:

Boone delivered on a new pan-splitter that the production team is very excited about. He also delivered a press-conveyor solution that operators are thrilled with and reduces a lot of non-value-added cleaning. Boone's work on data collection for assembly machine performance was outstanding and will, without a doubt, support the development of data analysis tools that will shape the way we assess the effectiveness of our equipment for years to come.

### Other Comments:

Boone was an absolute rock star at our company. He worked well with everybody. He asked a lot of questions, took the time to observe for himself and to get feedback from operators, floor-leads, engineers and MECOP peers before identifying solutions. Boone always presented solution-alternatives and made great efforts to assess the benefits and risks of proposed solutions including return-on-investment calculations. Boone started with basic CAD skills and quickly grew his abilities including the structured documentation piece which is an often overlooked part of problem solving. Boone will be a strong asset at any company for which chooses to work in the future and I would strongly recommend that we consider him for any future opening at Oregon Too.

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Intern  
Signature:

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Mentor  
Signature:

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Member Rep  
Signature:

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***Note: Signed copies are for your company's HR department. The MECOP Office only requires online submission of appraisals.***