

Internship Performance Evaluation
Internships for Academic Credit
Willamette University, Office of Career Development

Student Name: **Shouvik Ahmed Antu**

Supervisor Name: **Tonya Wheeler**

Name of Organization: **Willamette University Marketing**

Note to supervisors: It is the student's responsibility to provide their instructor with a signed copy of the evaluation by the end of the semester. Supervisors are not responsible for getting the signed copy to the instructor. If you are not able to provide an example for each of the competencies, you may write "N/A" as needed.

The areas of this evaluation are based on the Career Readiness Competencies, created by the National Association of Colleges and Employers.

Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Please list 2 examples of ways the intern displayed competency in Communication:

1. Shouvik's communication via email and the online ticketing system with faculty, staff, and students at Willamette regarding web projects has been consistently effective in keeping stakeholders informed and ensuring timely progress on projects. He has demonstrated clear and concise communication skills, allowing for efficient collaboration and successful project outcomes.
2. Shouvik's communication with me through email and Zoom meetings is also clear and concise. He provides updates on project progress and is open to feedback and suggestions. Overall, Shouvik's communication with me has contributed to successful project management and has helped to maintain a positive and collaborative work environment.

Please include examples of how the intern could grow in this area in the space below:

By continuing to prioritize effective communication, Shouvik will undoubtedly continue to excel in his role and make valuable contributions to the organization. Clear communication is essential for ensuring that everyone is on the same page and working towards shared goals.

Using a scale of 1-5, how would you rate the intern's communication skills? **5-Excellent**

1- Needs	2- Below	3- Average	4- Good	5- Excellent
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Significant Improvement	Expectations			
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Equity and Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Please list 2 examples of ways the intern displayed competency in Equity and Inclusion:

N/A

Please include examples of how the intern could grow in this area in the space below:

Using a scale of 1-5, how would you rate the intern’s equity and inclusion skills? N/A

1- Needs Significant Improvement	2- Below Expectations	3- Average	4- Good	5- Excellent
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Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Please list 2 examples of ways the intern displayed competency in Teamwork:

- Shouvik has demonstrated an exceptional ability to collaborate with members of the Willamette community on various projects. One such example is his work with the President's office on the creation of news stories for the University website. Shouvik has been responsible for working directly with the President's office to develop and publish web pages for these stories in a timely and efficient manner.

His collaborative approach has been instrumental in ensuring that the process runs smoothly, from sending out pages for review to receiving feedback and making necessary changes. Shouvik has shown a high level of attention to detail and has worked effectively with authors to make any revisions required to the stories. His ability to communicate effectively and collaborate with others has been a key factor in the successful completion of these projects.
- On numerous occasions, I have had the opportunity to collaborate with Shouvik on projects, in which I would initiate the project and then pass it over to him for completion. For example, we are currently updating the College Colloquium website

for the upcoming class. I was able to get the project started, then provide him with instructions so we can collaborate and finish the updates as a team.

Please include examples of how the intern could grow in this area in the space below:

Using a scale of 1-5, how would you rate the intern's teamwork skills? 5-Excellent

1- Needs Significant Improvement	2- Below Expectations	3- Average	4- Good	5- Excellent
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Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals

Please list 2 examples of ways the intern displayed competency in Technology:

1. Overall, Shouvik has demonstrated exceptional proficiency with our content management system, Cascade CMS. Upon joining our team, he quickly learned the system and has since mastered the skills necessary to excel in his position.

Shouvik has shown an impressive ability to navigate the various functions of Cascade CMS, including creating and editing content, managing assets, and publishing updates to our website. He has consistently produced high-quality work within the system and has displayed a strong attention to detail when it comes to ensuring accuracy and consistency in our online content.

2. Shouvik has demonstrated an impressive ability to adapt to the project management tools used within our department. He has quickly mastered both tools and consistently utilizes them to effectively track his assignments, communicate with our internal customers, and collaborate with the Marketing Web team.

Shouvik's proficiency with these tools has been critical to his success in his position, as well as to the success of our department as a whole. He has shown a strong understanding of the various features of each tool and has effectively utilized them to manage his workload and prioritize tasks.

Please include examples of how the intern could grow in this area in the space below:

Shouvik will soon be transitioning to the WITS Web Applications team, and as a result, his responsibilities in Cascade CMS are expected to shift towards a more back-end web programming role. This presents an excellent opportunity for him to broaden his skill set and expand his knowledge of web development.

In my view, this shift in responsibilities represents an exciting opportunity for Shouvik to

enhance his professional growth and advance his career. Given his remarkable aptitude for learning, I am confident that he will quickly adapt to this new role and become an asset to the WITS Web Applications team.

Using a scale of 1-5, how would you rate the intern's technology skills? 5-Excellent

1- Needs Significant Improvement	2- Below Expectations	3- Average	4- Good	5- Excellent
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Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Please list 2 examples of ways the intern displayed competency in Professionalism:

1. Shouvik communicates daily with members of the Willamette community regarding projects he's working on. His communications are always professional.
2. Shouvik is a valued member of the Marketing Web team. He is reliable and I can count on him to manage his time and assigned projects. He also takes initiative to find out what needs to be done in the event of my absence, assigns open projects to his queue, and completes them in a timely manner.

Please include examples of how the intern could grow in this area in the space below:

I highly encourage Shouvik to actively seek opportunities to share ideas and foster a strong professional relationship with the WITS team.

Shouvik possesses a wealth of valuable knowledge and skills that can benefit the team, and I firmly believe that his contributions will be highly appreciated. By engaging in open and proactive communication with his colleagues and actively seeking out collaborative projects, he can continue to expand his expertise and develop new skills.

Using a scale of 1-5, how would you rate the intern's professionalism? 5-Excellent

1- Needs Significant Improvement	2- Below Expectations	3- Average	4- Good	5- Excellent
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Leadership: Empower individuals to recognize and optimize personal and team strengths to achieve organizational goals

Please list 2 examples of ways the intern displayed competency in Leadership:

N/A

Please include examples of how the intern could grow in this area in the space below:

Using a scale of 1-5, how would you rate the intern's leadership skills? N/A

1- Needs Significant Improvement	2- Below Expectations	3- Average	4- Good	5- Excellent
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If you have any additional comments, please include them in the space below:

Student Signature: _____ Shouvik Ahmed Antu _____ Date: __4/24/23_____

Employer Signature: _____ *Tonya Wheeler* _____ Date: __4/24/23_____