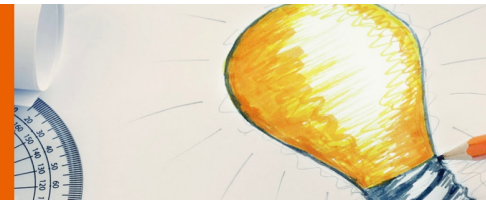


Interdisciplinary Liberal Arts

LB 487 Internship Evaluation Form

INTERDISCIPLINARY LIBERAL ARTS
ADAPTIVE INDIVIDUALIZED FLEXIBLE



LB 487: Internship Evaluation Form

The evaluation is an important component of the Interdisciplinary Studies Liberal Arts Internship Program at Colorado State University and is considered in the final grade of those students receiving academic credit.

Please complete the following form and return it to me, Cindy Murillo, at cmurillo@colostate.edu at your earliest convenience, so that I can tally the intern's final score for the class.

This form is to be completed by the intern's supervisor.

Student Information

First Name (required)

Last Name (required)

Intern's Major (if known)

Employer Information

Supervisor's Name (required)

Organization (required)

Supervisor's Email (required)

Supervisor's Telephone (required)

Student Internship Performance

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Please assess the performance of your student intern to the scale and provide an explanation of the rating if you can.

- 4. Exceeds Expectations:** Frequently and consistently performs at a very high or superior level.
- 3. Meets Expectations:** Generally and usually meets performance expectations.
- 2. Below Expectations:** Meets some expectations satisfactorily, often fails to adequately meet others.
- 1. Unsatisfactory:** Performance does not meet minimum expectations
- NA. Not Applicable:** Insufficient opportunity to evaluate/assess.

Dependability: Reports to work as scheduled and on time and exhibits a positive and constructive attitude; completes assignments as required.

4 3 2 1 NA

Comments

Professionalism: Exhibits professional behavior, attitude, and attire. Sets appropriate priorities/goals.

4 3 2 1 NA

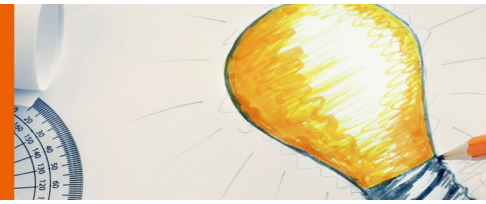
Comments

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Oral Communication: Listens in an active, attentive manner, clearly articulates ideas in meetings and teams, and demonstrates effective verbal skills.

4 3 2 1 NA

Comments

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Written Communication: Communicates ideas and concepts clearly in writing. Reads, understands, and follows written materials.

4 3 2 1 NA

Comments

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Effectiveness with technology: Utilizes technology effectively, applies skills and knowledge appropriately and seeks opportunities to learn and apply new technology techniques and tools.

4 3 2 1 NA

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Comments

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Teamwork: Contributes to a team atmosphere, manages and contributes to resolving team conflicts and differences.

4 3 2 1 NA

Comments

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Leadership: Actively seeks roles/tasks by which to contribute, develops ideas and options and actively promotes and carries them out.

4 3 2 1 NA

Comments

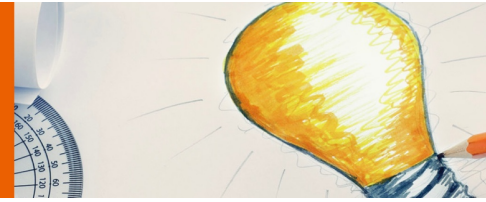
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Ability to Solve Problems: Breaks down tasks/problems into manageable pieces and works to successfully resolve issues.

4 3 2 1 NA

Comments

Ethical Conduct: Conducts self with a sense of values and integrity, respects diversity (cultural, ethnic, religious) of co-workers.

4 3 2 1 NA

Comments

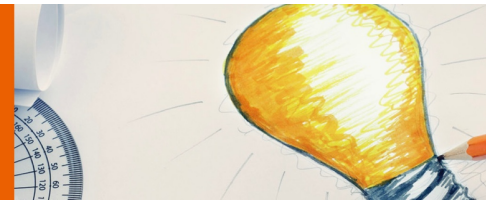
Quality of Work: Produces outputs of consistent quality and on time.

4 3 2 1 NA

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Comments

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Initiative: Takes initiative with work, follows through with appropriate actions to address tasks to be accomplished through to completion of effort.

4 3 2 1 NA

Comments

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Overall Performance

Recommendations for Improvement (optional, describe briefly):

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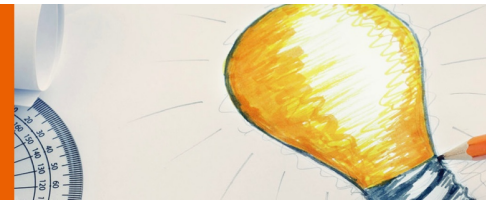
Overall Performance Rating

Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory

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Why? (required, describe briefly):

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If circumstances permitted, would you hire this student for a full-time opportunity? (required)

Yes No

Have you discussed this evaluation with your student intern? (required) Yes No

Your feedback is important to the education and professional development of our students. Your feedback is greatly appreciated.