Internships/Cooperative Education Program
EMPLOYER COPY
EVALUATION OF THE INTERN STUDENT

Both the Intern work supervisor and the Intern student should examine this evaluation form and learning contract at the start of the quarter so that they are fully aware of the criteria by which they will be evaluated. At the end of the quarter, both student and supervisor should then complete this evaluation form. Once each has filled out the form, they should meet to discuss their observations for the purpose of better understanding the student’s performance with regard to workplace expectations.

The following is an evaluation of ________________________, who is presently working as an intern student at _____________________________________________.

DEMONSTRATES INITIATIVE:  A) Student is self-motivated: identifies and begins appropriate tasks to be done; asks questions as needed  B) Demonstrates knowledge of whole systems and individual tasks
A) _____ Always  _______ Usually  _______ Sometimes  _______ Needs Direction
B) _____ Always  _______ Usually  _______ Sometimes  _______ Needs Direction

ABILITY TO LEARN:  A) Demonstrates new skills or understanding of requested tasks with minimal instruction or consultation  B) Responds to and interprets oral instructions effectively
A) _____ Very Quickly  _______ Readily  _______ Not too Readily  _______ Rather Slowly
B) _____ Very Effectively  _______ Effectively  _______ Not Effectively  _______ Poorly

TEAMWORK AND RELATIONS WITH OTHERS:  A) Able to work in a culturally diverse environment; respectful in all interpersonal relationships  B) Exhibits effective group interaction; deals well with conflict
A) _____ Exceptional  _______ Gets Along Well  _______ Occasionally  _______ Exerts Little Effort
B) _____ Exceptional  _______ Gets Along Well  _______ Occasionally  _______ Exerts Little Effort

RESPONSIBLE/POSITIVE ATTITUDE TOWARD WORK:  A) Reliable and dependable  B) Demonstrates clear interest in and attention to work assignments
A) _____ Industrious  _______ Very Enthusiastic  _______ Neutral  _______ Disinterested
B) _____ Industrious  _______ Very Enthusiastic  _______ Neutral  _______ Disinterested

ORGANIZED: Prioritizes tasks by importance and completes them efficiently, can plan and work with established goals
_______ Always  _______ Usually  _______ Sometimes  _______ Needs Oversight

FLEXIBLE AND TOLERANT:  A) Comfortable with change, receives suggestions or feedback easily  B) Can maintain balance, tolerance and ethical respect under stressful conditions
A) _____ Always  _______ Usually  _______ Occasionally Uptight  _______ Inflexible
B) _____ Always  _______ Usually  _______ Occasionally  _______ Inflexible

REALISTIC SELF-PERSPECTIVE:  Knows own limits, understands own strengths and weaknesses.
_______ Very Self-aware  _______ Self-aware  _______ In & Out of Self-awareness  _______ Not Self-aware

Revised: August 2014
Was the student’s ability “adequate” in the following areas?

A. Problem Solving: (identify or define a problem, analyze data, make a decision, evaluate decision).
   
   _____ Yes  _____ No

B. Written communication skills:   _____ Yes   _____ No

C. Oral communication skills:   _____ Yes   _____ No

In considering the student’s performance, do you have any suggestions for improving WCC’s instructional program?

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

How well did the student accomplish the learning as defined in the learning contract? (Please describe separately the student’s academic/professional accomplishments from personal development.)

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What did the student learn in addition to the learning contract objectives?

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Recommendations for further development of the student’s skills/experience relevant to the workplace.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What point score (with 10 being “excellent” through 1 being “un-acceptable”) or letter grade would you assign this student for the work they have accomplished this quarter?

   _______ 1 – 10
   
   _____ A   _____ B   _____ C   _____ D

Would you consider hiring a graduate/individual from WCC’s program in the future?

   _____ Yes   _____ No

___________________________________________
___________________________________________

Supervisor’s Signature       Date       Student’s Signature       Date

Revised: August 2014