

**Academic Internship and Cooperative Education Internship Performance Appraisal**

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| Career and Employment Services, University of Puget Sound |
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**Internship Information**

Intern Name: Internship Title:

Internship Site: Total Hours Worked:

Semester/ Year: Duration of Internship:

**Standards of Performance**

Exceptional: A standard of performance which could not be improved upon under any circumstances or conditions known to the supervisor

More Than Satisfactory: A standard of performance which leaves little, if anything, of consequence to be desired

Satisfactory: A standard of performance meeting all normal requirements of the position

Less Than Satisfactory: A standard of performance below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable

Unsatisfactory: A standard of performance regarded as unacceptable for the position involved

**Internship Appraisal**

**Collaboration**: Ability to work harmoniously with others in the work unit toward the accomplishment of common objectives.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Initiative, Innovation, and Creativity**: Energy and aptitude to originate or initiate action, to think and act without being urged; ability to formulate new ideas and methods, utilizing facts and past experience, and to project future possibilities.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Knowledge of Internship Functions**: Awareness and understanding of the basic fundamentals, techniques, procedures, policies, and regulations related to the internship.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Productivity**: Application to the tasks at hand and resultant effectiveness; quantity and timeliness of projects and tasks performed.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Analytical Skills**: Ability to think through a problem, gather appropriate data, and evaluate data, considering relevant direct and indirect factors.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Decisiveness**: Ability to determine a definite course of action and carry out a decision.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Commitment**: Degree of commitment exhibited by regular attendance and timeliness (work missed as a result of negotiated leave should not be included in this appraisal) and the degree of carefulness with which the intern observes the work schedule.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Fiscal Responsibility**: Degree to which the intern considers the cost implications of his/her actions in performing the tasks assigned.

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory  N/A

Explanation/Examples:

**Adaptability**: Ability to adjust to new work requirements, directions, or personnel with a minimum loss of efficiency

Exceptional  More Than Satisfactory  Satisfactory  Less Than Satisfactory  Unsatisfactory

Explanation/Examples:

**Appearance**: Cleanliness, neatness and appropriateness of the student’s outward appearance in relation to the internship function.

Satisfactory  Unsatisfactory

Explanation/Examples:

**Other Performance Considerations (Optional):** This portion of the form is available for the supervisor to use for other performance categories (such as the attainment of learning objectives) or for major duties and responsibilities of the specific position.

**Significant Incidents Which Occurred During the Appraisal Period**: Record incidents of highly positive or negative internship performance.

If you had an appropriate job available, would you hire this student on a permanent basis?

Yes No

Please explain:

**Organizational Assessment**: Record your own assessment of the appropriateness of the position you offer as an internship or cooperative education placement. Do you feel you helped create a meaningful learning environment and substantive work for the student? Did both you and the student benefit?

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**Supervisor's Signature Date**

This section to be completed by the student:

Comments: Record any comments you may wish to make regarding this appraisal of your internship performance.

This appraisal of my performance has been reviewed with me by my supervisor. I understand that signing this form does not indicate agreement or disagreement with the appraisal.

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**Student's Signature Date**