

The Rubenstein School Internship Program

Final Evaluation

Student: _____ Position: _____ Semester: _____

Supervisor: _____ Organization: _____

Please evaluate your intern's performance and progress by completing the following assessment.

Once you and your intern have had the opportunity to review this together and both of you have acknowledged your discussion by signing and dating this form, please return it to:

Anna Smiles-Becker, Career Services Coordinator
 Rubenstein School of Environment and Natural Resources, University of Vermont
 103 Hills Building
 Burlington, VT 05405
 Email: Anna.Smiles-Becker@uvm.edu Fax: 802-656-8683

1. Please assess the student's progress to date by checking the appropriate column.

U=Unsatisfactory S=Satisfactory G=Good E=Excellent NA=Not Applicable

	U	S	G	E	NA
Ability to seek, accept, act upon and give constructive feedback	___	___	___	___	___
Ability to relate with co-workers	___	___	___	___	___
Sensitivity to the needs of other	___	___	___	___	___
Rapport with clients/constituents	___	___	___	___	___
Verbal communication skills	___	___	___	___	___
Written communication skills	___	___	___	___	___
Seeks out resources within the organization and its affiliates	___	___	___	___	___
Effective use of questions	___	___	___	___	___
Effectiveness as a team member	___	___	___	___	___
Ability to work independently	___	___	___	___	___
Initiative/creativity	___	___	___	___	___
Willingness to take on challenges	___	___	___	___	___
Ability to integrate information and knowledge	___	___	___	___	___
Problem solving and decision making ability	___	___	___	___	___
Overall performance assessment	___	___	___	___	___

2. Please use the space below to offer a written evaluation of the student's progress, performance, and experience in your agency.

- Refer to the student's major strengths and areas of greatest growth as well as to areas that require continued attention as s/he leaves your organization and moves on to other experiences.
- Also note the specific contributions the student made as an intern in your organization.
- And, feel free to add any general comments you would like to share about your student or the service-learning program.

3. Please provide a grade assessment using the guidelines below: _____

A = Outstanding achievement in all aspects of the goals, objectives, and performance criteria listed.

B = Above average, strong performance demonstrated in completing goals and objectives.

C = Satisfactory performance demonstrated in completing goals and objectives.

D/F = Stated goals and objectives remain unmet and there has been no collaborative decision made about altering the original objectives. Poor quality work, in process or product has been demonstrated.

Supervisor's Signature: _____

Date: _____

Intern's Signature: _____

Date: _____

Thank you!