

CAMPUS INTERNSHIP PROGRAM STUDENT EVALUATIONFORM

**Evaluation to be completed with the student at the end of each semester.
(The completed form must be turned in to Career Services)**

Position funding will not be continued if this form is not completed and turned in by the required timeline.

KEY
5=Excellent 4=Very Good 3=Average 2= Fair 1= Unsatisfactory

- 5 4 3 2 1**

Quality of Work
 Produces acceptable work, is accurate and thorough
 Demonstrates progress in developing job specific skills
 Performs duties in a timely and professional manner
 Looks for ways to improve, shows initiative
 Identifies problems and finds solutions
 Deals with routine tasks efficiently

- Attendance**
 Not Acceptable
 Acceptable

- 5 4 3 2 1**

Professionalism
 Accepts and responds appropriately to feedback
 Communicates effectively with co-workers, supervisors, and the public
 Works well with co-workers; contributes to team effort
 Understands and follows instructions
 Respects and works effectively with diverse people
 Deals with routine tasks efficiently

- Punctuality**
 Not Acceptable
 Acceptable

- 5 4 3 2 1**

Work Ethic
 Manages time in an effective and appropriate way
 Consistently follows through on tasks
 Performs effectively under pressure
 Uses technology appropriately
 Arranges for time off in advance
 Dress and grooming are appropriate for the job

- Overall Rating**
 Excellent
 Very Good
 Average
 Fair
 Poor

| | Program Requirements | Yes | No | Comments |
|----|---|-----|----|----------|
| 1. | Monthly progress meetings with student complete | | | |
| 2. | Student and director meeting complete | | | |

| | Evaluate Each Learning Outcome | 5 | 4 | 3 | 2 | 1 | Comments |
|----|--------------------------------|---|---|---|---|---|----------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |

Comment on the student's progress toward completion of the learning outcomes:

In which areas could the student improve?

Is the CIP student continuing their position in your department next semester?

Yes (The CIP student must be registered for at least 9 credits Fall and Spring and 6 credits Summer Term to continue in the position).

No (If No, Please let us know why) Graduating - Transferring - No Longer Interested in Participating in CIP

Other, (please specify) _____

If your CIP student is not continuing next semester, will you be hiring a new CIP student: Yes No

Supervisor Signature _____

Title _____

Date _____

Student Signature _____

Date _____