

MIDPOINT EVALUATION OF STUDENT INTERN
Chicago Semester

Student: _____ Organization: _____

- | | | |
|---|-----------------|--|
| 1 | Unsatisfactory | (Never demonstrates this ability/does not meet expectations) |
| 2 | Uncomplimentary | (Seldom demonstrates this ability/rarely meets expectations) |
| 3 | Fair | (Sometimes demonstrates this ability/meets expectations) |
| 4 | Commendable | (Usually demonstrates this ability/sometimes exceeds expectations) |
| 5 | Exceptional | (Always demonstrates this ability/consistently exceeds expectations) |

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Professionalism

- | | | | | | |
|--|---|---|---|---|---|
| 1. Is Punctual | 1 | 2 | 3 | 4 | 5 |
| 2. Presents an appropriate personal appearance | 1 | 2 | 3 | 4 | 5 |
| 3. Exhibits a professional attitude | 1 | 2 | 3 | 4 | 5 |

B. Work Skills

- | | | | | | |
|--|---|---|---|---|---|
| 1. Possesses necessary writing skills | 1 | 2 | 3 | 4 | 5 |
| 2. Does assignments thoroughly | 1 | 2 | 3 | 4 | 5 |
| 3. Functions at a high level of productivity | 1 | 2 | 3 | 4 | 5 |

C. Independence and Responsibility

- | | | | | | |
|--|---|---|---|---|---|
| 1. Shows ability to work independently | 1 | 2 | 3 | 4 | 5 |
| 2. Exhibits a sense of responsibility | 1 | 2 | 3 | 4 | 5 |
| 3. Exhibits an overall sense of maturity | 1 | 2 | 3 | 4 | 5 |

D. Teamwork

- | | | | | | |
|---|---|---|---|---|---|
| 1. Displays a spirit of cooperation | 1 | 2 | 3 | 4 | 5 |
| 2. Able to accept and use constructive feedback | 1 | 2 | 3 | 4 | 5 |

E. Creativity and Adaptability

- | | | | | | |
|--|---|---|---|---|---|
| 1. Shows creativity and originality on assignments | 1 | 2 | 3 | 4 | 5 |
| 2. Adapts to changing circumstances | 1 | 2 | 3 | 4 | 5 |

F. Please review the Internship Learning Contract and comment on the progress the intern has made in reaching her/his goals.

(Please see other side)

G. What are the intern's strengths? What areas of the intern's work could be improved? How can this be accomplished?

H. List the tasks you would like to see your intern accomplish during the second half of the semester.

I. Overall Performance (if I were to rate the intern at the present time)

| | | | | | | | | | | |
|----------------|------|----|----|---|---------|----|---|------|-------------|----|
| Unsatisfactory | Poor | | | | Average | | | Good | Outstanding | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| (F | D | D+ | C- | C | C+ | B- | B | B+ | A- | A) |

This assessment was reviewed with the intern on (Month/Day/Year) _____.

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____