

# Midterm Performance Evaluation of Intern

## College of Humanities and Social Sciences

### Carroll University

(PLEASE COMPLETE AND RETURN AT PRE-DETERMINED MIDTERM DATE OF INTERNSHIP)

<b>Intern's Name:</b>		<b>Date of Review:</b>	
<b>Name of Organization:</b>			
<b>Reviewer's Name:</b>		<b>Title:</b>	

**Directions**

*Please evaluate this intern's effectiveness with your organization to date. The rating is valuable to and will be discussed by the student and Faculty Internship Advisor. For each item below, select which number best represents the student's performance based upon the following scale:*

- 5 = Student has significantly exceeded expectations
- 4 = Student has demonstrated above average performance
- 3 = Student has performed at an average or expected level
- 2 = Student has demonstrated below average performance
- 1 = Student has failed to meet expectations
- NA = Not applicable; did not have the opportunity to observe or work with student in this regard

*Space has been provided for additional comment. If you have questions, please contact the Faculty Internship Advisor.*

**Professionalism**

<b>*Arrives at internship on time and ready to work.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Dresses in an appropriate manner</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Completes tasks in a reliable fashion.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Handles workload adequately.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Demonstrates ability to work independently.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Shows responsible use of materials, facility and equipment.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Is open to suggestions and new learning opportunities.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Demonstrates growth over course of internship to date.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Exhibits initiative/seekes out suitable work.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA
<b>*Exhibits attention to detail.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> NA

**Comments on Professionalism**

**Communication Skills**

**\*Works cooperatively and respectfully with staff and clients.**

5     4     3     2     1     NA

**\*Exhibits sensitivity in communication with diverse others.**

5     4     3     2     1     NA

**\*Demonstrates skill in research.**

5     4     3     2     1     NA

**\*Demonstrates skill in oral communication.**

5     4     3     2     1     NA

**\*Demonstrates skill in written communication.**

5     4     3     2     1     NA

**\*Functions effectively as a member of a group or team.**

5     4     3     2     1     NA

**\*Exhibits skill in listening.**

5     4     3     2     1     NA

**Comments on  
Communication  
Skills**

**Are there any problems that need to be shared with the intern or with the Faculty Internship Advisor at this time?**

Yes     No

*If yes, the Faculty Internship Advisor will contact you upon receipt of this evaluation.*

\_\_\_\_\_  
**Signed By**

**Thank you for your cooperation and support of our program!**

**Please print and mail (or scan and email) the completed evaluation form to the Faculty Internship Advisor at:  
Carroll University  
100 N. East Avenue  
Waukesha, WI 53186**