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### Internship Assessment By Student

Name \_\_\_\_\_ Academic Term \_\_\_\_\_ Year \_\_\_\_\_  
 Internship Work Title/Description: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Faculty Supervisor \_\_\_\_\_

**Part I To be completed at the end of the internship.** Please provide a candid evaluation of your performance in each of the following areas. Return to the Strommen Career and Internship Center and a copy will be made for your faculty sponsor. Please use the following scale: 1=Did not meet expectation 2=Below average in meeting expectation 3= Meets expectation 4=Above average in meeting expectation 5=Exceptional in meeting expectation N/A =Not Applicable

#### Application/Integration & Building of Knowledge

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Sets and communicates learning goals.                                    | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Demonstrates competence in and applies knowledge of academic discipline. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Seeks out new learning.  | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Contributes ideas, information and resources.                            | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Learns new concepts, ideas, methods easily.                              | 1 | 2 | 3 | 4 | 5 | N/A |

#### Communication Skills

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Demonstrates level of oral communication skills necessary for the job.         | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Writes clearly and effectively for the job.                                    | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Speaks up appropriately and communicates information in groups and one-to-one. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Listens to others and asks for clarification.                                  | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Makes effective formal presentations.  | 1 | 2 | 3 | 4 | 5 | N/A |

#### Problem Solving/Decision Making Skills

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Recognizes problems and seeks solutions.                                       | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks to understand the 'big picture'.   | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Adopts new strategies readily when current approach is not effective.          | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Evaluates own ideas, seeks out evidence and viewpoints of others.              | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Resolves problems in adequate time period.                                     | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Ability to be thoughtful, shows good judgments and makes reasonable decisions. | 1 | 2 | 3 | 4 | 5 | N/A |

#### Initiative & Self Management Skills

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Produces consistent high-quality work.                                       | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Is self-motivated and can work independently with little direct supervision. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Completes work despite obstacles/problems.                                   | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Establishes priorities and follows through.                                  | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Demonstrates efficient use of time.  | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. When given feedback, takes action to improve/change.                         | 1 | 2 | 3 | 4 | 5 | N/A |

#### Technical Skills

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 1. Has the technical skills required for position. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Shows willing to learn new technology.          | 1 | 2 | 3 | 4 | 5 | N/A |

#### Leadership & Character

- |   |   |   |   |   |   |     |
|---|---|---|---|---|---|-----|
| 1. Brings a sense of values and integrity to the work place.        | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks to be of service to others.                                | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Acts decisively on critical issues.                              | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Takes appropriate leadership roles and shows leadership ability. | 1 | 2 | 3 | 4 | 5 | N/A |

#### Interpersonal & Teamwork Skills

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|---|---|---|---|---|---|-----|
| 1. Contributes positively to work team.                   | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Is willing to put in extra time and effort.            | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Effectively relates to and cooperates with co-workers. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Works effectively with supervisor.                     | 1 | 2 | 3 | 4 | 5 | N/A |

#### Sensitivity to Diversity

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|---|---|---|---|---|---|-----|
| 1. Demonstrates openness to working with people of different genders, cultural, religious, ethnic backgrounds, ages, & abilities. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks out opportunities to work with people with different backgrounds and ideas.  | 1 | 2 | 3 | 4 | 5 | N/A |

#### Professionalism

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 1. Practices professional appearance and conduct.                | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Demonstrates professional confidence.                         | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Demonstrates professional demeanor with clients or customers. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Shows trustworthiness and confidentiality.                    | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Demonstrates/practices ethical behavior.                      | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Regularly on time and maintains agreed hours.                 | 1 | 2 | 3 | 4 | 5 | N/A |

**Please include any comments related to above ratings:**

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## Part II. JOB PERFORMANCE

List 4 to 5 primary tasks performed in fulfilling your job responsibilities. Rate performance of each.

<i>limited ability</i> <i>performance did not meet expectation</i>	<i>some ability</i> <i>performance improvement needed</i>	<i>adequate/average ability</i> <i>performance meet expectation</i>	<i>high ability</i> <i>performance exceeded expectation</i>	<i>very high ability</i> <i>best possible performance</i>
1	2	3	4	5

TASK	RATING	COMMENTS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Part III.** Please respond to the following, sharing your reflections into your academic, personal, professional and career growth and development. Please use another sheet of paper if you would like to write more than the spaces allow.

**What two theories/concepts/skills/courses from your major (minor) did you apply to this internship and how?**

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**What general education ideas/concepts and graduation skills did you apply to this internship experience and how?**

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**What were your strengths and what development did you observe in your knowledge, skills, personal and/or professional performance?**

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**Where do you need improvement and what will you do to make yourself better prepared for the workplace and/or a career?**

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**How has this experience affected your education plans and/or career direction? Have they been confirmed or changed?**

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**Related to this internship experience:**

**Overall, before the internship, I would rate my knowledge, professional confidence, skills and performance as:**

☐ excellent ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

**Overall, after the internship, I would rate my knowledge, professional confidence, skills and performance as:**

☐ excellent ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

**Date evaluation completed** \_\_\_\_\_