

AGRICULTURE INTERNSHIP
AG 410
College of Agricultural Sciences
Oregon State University

Final Evaluation of Student Internship Program

To be done by Internship Supervisor. Can be printed and scanned or filled out online.

Student's Name _____ Position _____

Date _____

Internship Agency/Business _____

Agency/Business Supervisor & Title: _____

INSTRUCTIONS: To be completed by the Agency/Business Supervisor. The Agency/Business Supervisor should review and discuss his/her evaluations with the student before mailing to the Internship Coordinator. If you have no basis to rate item, check Did Not Observe.

Rating Scale: 5 = Excellent 4 = Above Average 3 = Average 2 = Fair 1 = Unsatisfactory

	<u>RATING</u>	<u>DID NOT OBSERVE</u>
A. Performance and Completion of Assignments		
1. Executes all work assignments completely and within a reasonable time period.	_____	_____
2. Careful and precise in completing assignments	_____	_____
3. Punctual in turning in reports and assignments	_____	_____
4. Reliably performs all assigned tasks	_____	_____
5. Able to perform well without supervision	_____	_____
B. The Agency/Business Setting		
6. Studies available materials about the Agency/Business concerning policies, rules, regulations, procedures, and practices	_____	_____
7. Asks relevant questions concerning the Agency/Business	_____	_____
8. Demonstrates interest in the operations and functions of the Agency/Business	_____	_____
C. Professional Relationships		
9. Demonstrates courtesy and good manners	_____	_____
10. Shows consideration and regard for the feelings and circumstances of others.	_____	_____
11. Shows skill in dealing with persons or difficult situations without giving offense	_____	_____
12. Demonstrates self-respect and pride in conducting the affairs of his/her position	_____	_____
13. Adjusts to changes and modification	_____	_____
14. Shows enthusiasm for the work activities and setting	_____	_____
D. Acceptance of Direct and Indirect Supervision		
15. Shows ability to accept constructive criticism	_____	_____
16. Openness to new ideas	_____	_____
17. Willingness to correct inappropriate actions	_____	_____
18. Makes use of suggestions	_____	_____
19. Is interested in learning new ideas as opportunities are made available	_____	_____

	<u>RATING</u>	<u>DID NOT OBSERVE</u>
E. Personal Appearance		
20. Demonstrates ability and desire to maintain a standard of personal appearance in keeping with the demands and prestige of the position	_____	_____
21. Wears appropriate dress for the setting and activity	_____	_____
22. Maintains good personal hygiene	_____	_____
F. Agency/Business Goals		
23. Loyal in carrying out the policies and procedures of the Agency/Business	_____	_____
24. Participates in and contributes to staff meetings	_____	_____
25. Observes rules and regulations set by the Agency/Business	_____	_____
26. Ability to adapt to the Agency/Business program	_____	_____
27. Ability to make constructive recommendations for changes or improvements	_____	_____
G. Agency/Business Programs or Projects		
28. Ability to analyze problems	_____	_____
29. Ability to organize and use available resources	_____	_____
30. Ability to schedule facilities	_____	_____
31. Ability to express assigned program areas in writing	_____	_____
32. Ability to express assigned program areas verbally	_____	_____
33. Willingness to take responsibility for the coordinating, implementing, and evaluating of needed programs or projects	_____	_____
34. Ability to arouse and develop participant interest in assigned program areas	_____	_____
35. Ability to use good judgment in considering consequences of actions prior to implementation of program areas	_____	_____
36. Awareness of limitations of resources and equipment	_____	_____
Evaluating		
37. Ability to assess the Agency/Business measurable goals and objectives	_____	_____
38. Ability to report results of assigned program areas with suggestions and recommendations for improvements	_____	_____
I. Work Department		
39. Demonstrates promptness and preparedness for daily activities when reporting to work	_____	_____
40. Punctual in reporting for work	_____	_____
41. Reliably reports to work when expected (no unauthorized absences)	_____	_____
J. Professional Role		
42. Conducts self in a straightforward, ethical manner	_____	_____
43. Shows level headedness and dignity in the performance of his/her duties	_____	_____
44. Understanding and tolerance of others where views are different from his/her own	_____	_____
45. Conducts self as a professional in a manner dictated by the prestige of his/her position	_____	_____

Final Evaluation of Student Internship Performance

Page 3

K. General Overall Rating

_____ Excellent; _____ Above Average; _____ Average; _____ Fair; _____ Unsatisfactory

Strong Points _____

Weak Points _____

Additional Comments _____

Signature of Agency Supervisor _____

Date

Signature of Intern _____

Date