**Biological & Ecological Engineering**

**Oregon State University**

**BEE 410**

**-- Final Evaluation of Intern’s Performance--**

**Part 1 (To be completed by the Intern)**

***Instructions:*** Please complete the first section of this evaluation. Then, give the evaluation to your Internship Supervisor to complete and sign. Your Internship Supervisor can then email the completed evaluation to your BEE Faculty Grader.

**Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intern’s E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term (Circle One):** Fall Winter Spring Summer **Year: \_\_\_\_\_\_\_**

**Part 2 (To be completed by the Internship Supervisor)**

**Instructions:** Please give your assessment of the Intern’s performance on the items listed below, using the designated rating scale. Your assessment of the Intern’s performance is an integral part of his/her learning experience and final grade. **Please discuss this evaluation with your intern.** Thank you so much for your help!

***Rating Scale:***

0 = Unsatisfactory; 1 = Fair; 2 = Average; 3 = Very good; 4 = Excellent; N/A = Not Applicable

**A. Work Performance**

\_\_\_\_ 1. Quantity of work (amount and rate of work performed)

\_\_\_\_ 2. Quality of work (completeness, accuracy, neatness)

\_\_\_\_ 3. Ability to communicate clearly

\_\_\_\_ 4. Promptness/punctuality

\_\_\_\_ 5. Dependability

\_\_\_\_ 6. Interest and enthusiasm

\_\_\_\_ 7. Ability to handle personal and work-related frustrations

\_\_\_\_ 8. Maintains professional appearance via appropriate attire, grooming, & demeanor

**B. Professional Relationships**

\_\_\_\_ 1. Ability to develop and maintain professional relationships with peers

\_\_\_\_ 2. Ability to develop and maintain professional relationships with supervisors

\_\_\_\_ 3. Receptivity to suggestions

\_\_\_\_ 4. Ability to accept constructive criticism

\_\_\_\_ 5. Ability to critically evaluate own performance

**C. Professional Role**

\_\_\_\_ 1. Demonstrates ethical behavior

\_\_\_\_ 2. Ability to be empathic and advocate for clients

\_\_\_\_ 3. Ability to develop and maintain facilitative relationship with clients

\_\_\_\_ 4. Can use appropriate communication skills to help clients

\_\_\_\_ 5. Has analytic ability to determine appropriate client services

\_\_\_\_ 6. Has an interest in operations of agency/business/school

\_\_\_\_ 7. Can apply academic preparation to internship responsibilities

**D. General**

\_\_\_\_ 1. Overall performance in this field

\_\_\_\_ 2. Potential in professional field

**E. What did you value most about this intern?**

**F. In what ways can the intern improve herself/himself?**

**G. Other comments?**

**H. Has the student made satisfactory progress towards completing his/her required internship hours? (circle one) YES NO**

**Name of Internship Supervisor (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Send Evaluations to:**

Oregon State University

Biological & Ecological Engineering

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