

**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 Site Supervisor to complete and sign. As a courtesy to your supervisor, make sure that you include a pre-addressed, pre-stamped envelope with the form.

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

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

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

**Part 2 (To be completed by the Site 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 Site Supervisor (please print):** \_\_\_\_\_

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

**Supervisor's Signature:** \_\_\_\_\_

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

**Send Evaluations to:**  
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