LAKE ERIE
COLLEGE
OFFICE OF CAREER SERVICES

Appendix F:
Final Assessment of Student's Professional Development

This assessment is a tool used to measure the student's worksite performance. The information on this document is one of the determining factors for the final internship grade. Other factors may include journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.

Student

Organization/Company

Supervisor

Dates of Internship: Start Date End Date

For the individual student being evaluated, please give each statement a numerical value based upon the following:

4 Outstanding
3 Above Average
2 Average
1 Needs Improvement
N Statement does not apply or is not appropriate to the position or level of functioning expected of the student.

Professional/Personal Development

Open to learning from supervisor and coworkers.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Cooperation is shown in working relationships with other staff members.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Effort is made to be accepted by overall staff.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Can work effectively with a wide range of people within the organization.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Takes the initiative to solve problems after seeking input from supervisor/staff.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is able to keep supervisor informed of work progress and process.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is dependable and reliable in work tasks and level of performance.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Displays enthusiasm, diligence and interest in work assignments.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Possesses time management skills.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N

Is able to set priorities for work yet respond to departmental needs.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Can analyze, synthesize, and apply academic learning to work assignments.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Possesses sufficient technical ability to accomplish work tasks.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Can process constructive criticism in an objective manner and act upon it.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Shows initiative in follow-through with work assignments.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Can assume a leadership role when appropriate.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is appropriate in dress and grooming.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is conscientious in maintaining work schedule, hours and starting time.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is able to collaborate within a group effort.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N

Comments:

Professional Transition

Knows and respects organizational structure and protocol.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Has awareness and interest in organizational objectives, goals and policies.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Is comfortable within the corporate/organizational culture.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Can adjust self-interest to organizational interest.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N
Represents the organization with positive enthusiasm and attitude.	☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐N

Comments:

It is recommended that the employer review this assessment with the student. If this is not possible, it is the responsibility of the faculty sponsor to review the assessment with the student prior to the issuance of a grade.

As of _____ the student intern has completed _____ hours.

This assessment has been discussed with the student: ☐ Yes ☐ No

Student Signature_____

Employer Signature_____

"The complete form can be emailed to gphillips@lec.edu"

Confidentiality of Information:
This evaluation constitutes a confidential assessment that will become part of the student's confidential permanent record. In the event the college is contacted by prospective employers for the purpose of obtaining personal or professional references for a student based upon their internship assessment, they can be told ONLY the location and dates of the student's assignment.