



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

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

**Comments:**

**Professional Transition**

Knows and respects organizational structure and protocol.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N
Has awareness and interest in organizational objectives, goals and policies.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N
Is comfortable within the corporate/organizational culture.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N
Can adjust self-interest to organizational interest.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N
Represents the organization with positive enthusiasm and attitude.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 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 \_\_\_\_\_

This form is available on-line at <http://www.lec.edu/career/internships>. The completed form can be emailed to [career@lec.edu](mailto:career@lec.edu); faxed to 440.375.7005; or mailed to Career Services & Internships, 391 W. Washington Street, Painesville, OH 44077

**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.