**ACHIEVE COLLEGE INTERNSHIP (ACI)** — END-OF-INTERNSHIP EVALUATION

**Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Internship Project Completion: How did the intern perform on assigned projects and responsibilities?**

**Project 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Project Responsibilities** *(Outline below specific project tasks or components as appropriate)* | **Project completed?** | **Assessment of Performance and Results**1. **Exceptional**
2. **Strong**
3. **Average**
4. **Below Standard**
5. **Poor (low quality or mostly incomplete)**
 |
| *Task A* |  |  |
| *Task B* |  |  |
| *Task C* |  |  |
| Overall Performance on Project 1 |  |  |
| Comments on Performance on Project 1: |

**Project 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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3. **Average**
4. **Below Standard**
5. **Poor (low quality or mostly incomplete)**
 |
| *Task A* |  |  |
| *Task B* |  |  |
| *Task C* |  |  |
| Overall Performance on Project 2 |  |  |
| Comments on Performance on Project 2: |

**Project 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Project Responsibilities** *(Outline below specific project tasks or components as appropriate)* | **Project completed?** | **Assessment of Performance and Results**1. **Exceptional**
2. **Strong**
3. **Average**
4. **Below Standard**
5. **Poor (low quality or mostly incomplete)**
 |
| *Task A* |  |  |
| *Task B* |  |  |
| *Task C* |  |  |
| Overall Performance on Project 3 |  |  |
| Comments on Performance on Project 3: |

1. **Skills Assessment: What professional skills did you observe as areas of strength? What skills did you observe could be improved upon?**

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| --- | --- | --- |
| **Professional Skill**  | **Area of Strength or Area of Growth?**  | **Reflections/Examples/Opportunities for Growth**  |
| **Professional Attitude*** Brings energy and enthusiasm
* Takes responsibility for his/her/their actions
* Graciously accepts criticism
* Stays calm and clearheaded under stress
 |  |  |
| **Time Management*** Manages time and does not procrastinate
* Gets work done on time
* Arrives on time; rarely absent without cause
 |  |  |
| **Team Work Ethic*** Actively looks for additional tasks when own work is done
* Actively looks for ways to help others
 |  |  |
| **Problem Solving** * Unpacks problems into manageable parts
* Generates multiple potential solutions to a problem
* Identifies new and more effective ways to solve problems
 |  |  |
| **Industry/Job Specific Skills*** *Skill A*
* *Skill B*
* *Skill C*
 |  |  |

1. **Looking Ahead:**

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| **In your particular field or industry, what trends and predictions for change are you seeing or hearing about within the professional realm? Please note them here and share them with your intern.** |
|  |
| **Advice on next steps:** Courses to take, people and organizations to connect with or “follow” online, skills to build and strategies for building them? |
|  |

1. **Final Thoughts**

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| **Please provide any final thoughts on your intern’s performance, opportunities for continued growth, and suggestions that support their progress as a young professional.** |
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**Signatures:**

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Signature of Supervisor Date

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Signature of Intern Date