**ACHIEVE COLLEGE INTERNSHIPS (ACI)** – MID-INTERNSHIP PROGRESS CHECK

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

1. **Job Performance Goals**

**Job Function 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Duty** | **Date to be Completed By** | **Assessment of Progress and Results**  *Assess progress toward goals with emphasis on skills (e.g., “Slide design has progressed slower than expected because Michael has not used PowerPoint before. Will watch some online videos to learn PowerPoint basics.”)* | **Plan for Completion by End of Internship**  *If this task has not been completed, outline the plan for completing it before the end of the internship and any adjustments to the original goal (e.g., “Makayla will work with IT to get recording software loaded on Michael's computer by August 1.”)* |
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**Job Function 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Duty** | **Date to be Completed By** | **Assessment of Progress and Results** | **Plan for Completion by End of Internship** |
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**Job Function 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Duty** | **Date to be Completed By** | **Assessment of Progress and Results** | **Plan for Completion by End of Internship** |
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1. **Business Skills & Soft Skills Assessment**

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| **Professional Attitude** | **Strength Area or Growth Area?** | **Reflections/Examples for each area; Plans to Improve Growth Areas**  ***Strength******Example****: “Michael has been an extremely positive influence in our workplace culture. Shows great enthusiasm for the tasks assigned. People in the office have commented on how much they enjoy his positive energy.”*  ***Growth Example w/Improvement Plan****: “Discussed Michael’s opportunity to shift his mindset from viewing constructive feedback as a personal attack to seeing it as window for identifying the skills he can improve upon so to become more successful in this field. Next time he receives suggestions, we’ll debrief together and have him objectively identify needed skills and how to build them.”* |
| Brings energy and enthusiasm to the workplace |  |  |
| Takes responsibility for her/his/their actions and does not blame others |  |  |
| Stays calm, clearheaded, and unflappable under stress |  |  |
| Graciously accepts criticism |  |  |
| **Time Management** | **Strength Area or Growth Area?** | **Reflections/Examples; Plans to Improve Growth Areas** |
| Arrives on time and is rarely absent without cause |  |  |
| Manages time and does not procrastinate |  |  |
| Gets work done on time; is mindful of team deadlines |  |  |
| **Team Work Ethic** | **Strength Area or Growth Area?** | **Reflections/Examples; Plans to Improve Growth Areas** |
| Actively looks for additional tasks when own work is done |  |  |
| Actively looks for ways to help other people |  |  |
| **Problem Solving** | **Strength Area or Growth Area?** | **Reflections/Examples; Plans to Improve Growth Areas** |
| Unpacks problems into manageable parts |  |  |
| Generates multiple potential solutions to problems |  |  |
| Identifies new and more effective ways to solve problems |  |  |
| **Industry/Job Specific Skills** | **Strength Area or Growth Area?** | **Reflections/Examples; Plans to Improve Growth Areas** |
| *Example: Microsoft Excel or PowerPoint* |  |  |
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1. **Professional Development**

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| **Professional Development Opportunity** | **Date Occurred** | **Skills Learned**  ***Example****: “Observed how professionals interact in a meeting. Shadowed the head of HR to understand more about her responsibilities. Discussed what made the vendor's presentation effective. Gained insight into how strategic IT decisions are made. Discussed what ‘Networking’ means and outlined steps in the process and named some potential people to introduce Michael to.”* |
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1. **Supervisor/Intern Discussion**

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| **Suggested Topics** |
| 1. How have I as a supervisor/manager supported you in your work? |
| 2. What can I as a supervisor/manager do to support you better in your work during the remainder of the summer? |
| 3. Describe your experience to date in this workplace. Is there anything I can do to make it a more comfortable environment? |
| 4. What were your goals this summer for professional development (both field- or industry-specific business skills and soft skills)? |
| 5. Which of those professional development goals have we not yet worked on or fulfilled? |
| 6. Let’s brainstorm some ways to make progress on those goals over the rest of the summer internship. |