

1. Internship Information

Thank you for completing this evaluation regarding your intern(s). Please print a copy of each page of this survey (as you complete it) for your records and so you may review the evaluation items with your intern(s).

If you have any questions, please contact Ashley Mueller at amueller002@drury.edu.

*1. Please provide the following information:

Your First Name:	<input type="text"/>
Your Last Name:	<input type="text"/>
Your Position Title:	<input type="text"/>
Your Company Name:	<input type="text"/>
Intern's First Name:	<input type="text"/>
Intern's Last Name:	<input type="text"/>
Intern's Faculty Sponsor:	<input type="text"/>
Today's Date (mm/dd/yy):	<input type="text"/>

2. Interpersonal/Communication

*2. Please rate your intern's Oral Communication Skills.

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

*3. Please rate your intern's Written Communication Skills.

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

*4. Please rate your intern's Teamwork/Cooperation.

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

5. Please provide comments on the above ratings.

3. Professionalism

***6. Please rate your intern's Attendance/Punctuality.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***7. Please rate your intern's Work Habits.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***8. Please rate your intern's Initiative/Self-Reliance.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***9. Please rate your intern's Willingness to Learn.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***10. Please rate your intern's Professional Image.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***11. Please rate your intern's Ethical Behavior.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

12. Please provide comments on the above ratings.

4. Academic Preparation

***13. Please rate your intern's Academic Knowledge/Background.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***14. Please rate your intern's Ability to Apply Theory/Knowledge.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

15. Please provide comments on the above ratings.

5. Other Skills

***16. Please rate your intern's Decision Making Skills.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***17. Please rate your intern's Problem Solving Skills.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

***18. Please rate your intern's Technical/Computer Skills.**

- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- N/A

19. Please provide comments on the above ratings.

6. Other Professionalism

***20. Please rate your intern with regards to Respecting Others.**

- Fails to Meet Expectations: Shows disrespect or disregard for some individuals or groups; Practices unfair discrimination.
- Meets Expectations: Shows respect and regard (language/manner) toward other individuals and groups; Promotes fairness and equal opportunity.
- Exceeds Expectations: Consistently shows a high level of respect for other individuals and groups; Models fairness and equal opportunity.
- N/A

***21. Please rate your intern with regards to Taking Ownership.**

- Fails to Meet Expectations: Exhibits defensiveness and/or makes excuses when provided with feedback; Blames others/situations.
- Meets Expectations: Accepts responsibility and shows willingness to learn from feedback; Does not shift blame to others/situations.
- Exceeds Expectations: Takes on challenges and seeks development feedback; Actively pursues learning and growth.
- N/A

***22. Please rate your intern with regards to Giving Back to the Community.**

- Fails to Meet Expectations: No engagement in a community service project.
- Meets Expectations: Recognizes the value of the community and participates in a community service project.
- Exceeds Expectations: Provides leadership to others in valuing and serving the community.
- N/A

***23. Please rate your intern with regards to Following Through on Commitments**

- Fails to Meet Expectations: Does not make or keep project/task commitments to others; Fails to keep others apprised of progress and potential delays.
- Meets Expectations: Makes and keeps commitments to others; Meets deadlines; Keeps others apprised of progress and potential delays.
- Exceeds Expectations: Meets or exceeds commitments made to others; Assists others in solving problems and avoiding or minimizing delays.
- N/A

7. Miscellaneous

***24. Based on your experience with this intern, would he/she be recommended for hire at your organization if an appropriate position were available?**

- Yes
- No

***25. How many work hours has your intern completed this semester?**

26. Have you discussed your intern's performance with him/her regarding the internship this semester?

- Yes
- No

***27. Are you interested in hosting or working with Drury interns in the future?**

- Yes
- No

***28. Do interns with your organization typically receive compensation? If so, what is the average hourly wage?**

- Yes
- No
- Occasionally

Average hourly wage, if applicable

***29. Would you be interested in participating in an internship/job fair in the future?**

- Yes
- No

30. Please provide any additional comments.

8. Thank you!

Thank you for completing the internship evaluation.

If you have questions or need any information regarding the internship program at Drury University, please contact Ashley Mueller at amueller002@drury.edu