

**ALVERNO COLLEGE INTERNSHIP PROGRAM**

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**FINAL EVALUATION**

**Student Intern:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Site Mentor:** \_\_\_\_\_

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*Please type or write legibly.*

1. How well did the student meet each of your work goals? Describe the quality of her work.

2. How well did the student show initiative in accomplishing assigned tasks? Please provide behavioral evidence.

3. How well do you think the student met her learning goals? Please provide behavioral evidence.

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MENTOR: Please complete this form. You and student both sign.  
Please send original to Alverno's Internship Office. Make a copy for yourself and one for the student.

4. How well did the student take responsibility for her own learning? Please provide an example of how she demonstrated the following behaviors. If she did not demonstrate the behavior, please describe an instance when she could have done so.

- seeks information in an appropriate manner

- makes connections between the tasks she is doing and the work of the organization

- takes advantage of additional opportunities for learning beyond those provided by her assigned tasks

5. Please evaluate the student's demonstration of the following professional behaviors:

BEHAVIOR	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS DEVELOPMENT	COMMENTS
Keeps confidential information private (e.g., HIPAA Laws)				
Professional demeanor (Verbal/non-verbal behaviors express values/attitudes appropriate for site)				
Shows understanding of formal & informal structure of your organization				
Adheres to your organization's dress code policy				
Dependability				
Attendance				
Punctuality				
Other (identify)				

6. Please evaluate the student's demonstration of the following abilities:

ABILITY	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS DEVELOPMENT	COMMENTS
Communication				
Independent problem solving				
Interaction with others (e.g., works well as a team member, handles tension & conflict situations well, takes suggestions & criticisms well)				
Other (identify)				

7. Overall, how would you evaluate the student's performance? Please check: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**Additional comments:**

**SIGNATURES:** Student: \_\_\_\_\_ Mentor: \_\_\_\_\_ Date: \_\_\_\_\_