

INDIANA UNIVERSITY SOUTHEAST - Internship Program – Student FINAL Evaluation  
Career Services – Rose Shannon, Coordinator – 812-941-2274 – Email: [roshanno@ius.edu](mailto:roshanno@ius.edu)

The Internship experience is your opportunity to test out some work related experiences from a corporate environment. Many times in a professional career you will be evaluated and occasionally your benefits can be increased upon your evaluations. Use this experience to broaden those bargaining skills. Based on experience, list the personal characteristics that will help or hinder your professional development. Consider such categories as professional maturity, personal appearance and habits, authority acceptance, self reliance, dependability, desire for self-improvement, adaptability, leadership skills, enthusiasm, honesty, acceptance of constructive criticism, willingness to adjust self-interest to group interest, learning ability, accuracy and thoroughness, as well any other applicable characteristics.

Student Name: \_\_\_\_\_  
Faculty Sponsor: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Department Assigned: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

The following section is designed to let you evaluate yourself on your current assignment. In doing so, you will be able to identify those aspects of your performance which can be considered assets to your professional growth as well as those that are in need of improvement. Rate yourself on a scale from 1 to 5.

Evaluate your work and indicate by a specific number on a scale of 1 to 5 level of performance.

(1) POOR                      (2) BELOW AVERAGE                      (3) AVERAGE                      (4) ABOVE AVERAGE                      (5) SUPERIOR

RATING:                      1 ← → 5

**Volume of work produced:**

**Quality of work produced:**

**Effective preparation and organization of work:**

**Acceptance of supervision:**

**Effective oral communication:**

**Adjustment to organization's procedures and policies:**

**Working relationships with others:**

**Able to apply academic training to job demands:**



Takes initiative, a self-starter:



Effective writing skills:

**SUMMARY OF MY STRENGTHS**

1. \_\_\_\_\_
2. \_\_\_\_\_

**SUMMARY OF MY IMPROVEMENT OPPORTUNITIES**

1. \_\_\_\_\_
2. \_\_\_\_\_

Overall, how satisfied were you with this internship experience?

Very Satisfied     Satisfied     Unsure     Unsatisfied     Very Unsatisfied

Will you be changing your major or career plans as a result of this experience?

Yes     No

Would you recommend this position to another IU Southeast student?

Yes     No

Did you gain knowledge on the job that you would not have learned in the classroom on campus?

Yes     No

Overall, do you feel this position provided a valuable learning experience?

Yes     No

Please respond to the following statement:

On a scale of 1 to 5, how confident are you now with your future career goals, based on this internship experience:

\_\_\_\_\_ 1-not confident    \_\_\_\_\_ 2- somewhat confident    \_\_\_\_\_ 3-confident    \_\_\_\_\_ 4-pretty confident    \_\_\_\_\_ 5-very confident

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

**Please return this form to the Internship Program Coordinator.**