

INDIANA UNIVERSITY SOUTHEAST - Internship Program – Student Midterm 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, is a self starter:**



**Effective writing skills:**

Briefly describe your responsibilities in this position:

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Do you feel you are receiving adequate supervision and feedback from your employer:

Yes       No

Is the work assigned challenging?

Yes       No

If not, what changes could be made to achieve this?

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Do you receive the same treatment as other employees?

Yes       No

If not, explain?

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Does this assignment appear to be meeting your professional and educational objectives thus far?

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

\_\_\_\_\_  
Date

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