**Evaluation Form: Student**

Paid and Non-Paid Internships

Name of business or organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary roles/responsibilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor and contact information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Self-Reflection*** | **Yes** | **Sometimes**  | **No** | **I Don’t Know** |
| I communicated professionally (verbally) with others at my internship |  |  |  |  |
| I communicated professionally in writing (ex. emails) |  |  |  |  |
| I was on time daily |  |  |  |  |
| I communicated any absences or lateness  |  |  |  |  |
| I dressed professionally for the job  |  |  |  |  |
| When I needed support, I asked for help |  |  |  |  |
| I contributed to the organization/business through my work |  |  |  |  |
| I am interested in getting a job in this career field  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***About the Business or Organization*** | **Yes** | **Sometimes**  | **No** | **I Don’t Know**  |
| I liked interning at this business |  |  |  |  |
| I learned about the work required for this job |  |  |  |  |
| I could see myself doing similar work in the future |  |  |  |  |
| I made valuable connections with others at the organization |  |  |  |  |

**Additional Comments**

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