



Internship Supervisor Mid-Semester Review

Term _____ Year _____

Intern: _____ Internship Supervisor: _____

Company/Organization: _____

This Mid-Semester Review is to be completed by the Internship Supervisor regarding the intern's work performance. Please complete prior to the mid-point of the internship and review with the student and Faculty Internship Advisor.

Please rate the student intern's performance based on the following scale:
3 - Outstanding 2 - Satisfactory 1 - Needs Improvement

Leadership and Collaboration

Self-Directed

(works well independently, shows enthusiasm, resourceful)

Additional comments:

3 2 1 N/A

Learning and Development

(takes advantage of opportunities for self-growth, goal-oriented)

Additional comments:

3 2 1 N/A

Networking

(develops rapport and connects with others)

Additional comments:

3 2 1 N/A

Teamwork

(contributes and works effectively in a group setting)

Additional comments:

3 2 1 N/A

Communications

Written Communication 3 2 1 N/A
 (produces professional writing)
 Additional comments:

Oral Communication 3 2 1 N/A
 (clearly expresses views, creates & facilitates presentations)
 Additional comments:

Listening 3 2 1 N/A
 (listens well, accepts constructive criticism and feedback)
 Additional comments:

Critical Thinking & Creativity

Critical Thinking 3 2 1 N/A
 (demonstrates problem solving skills, able to prioritize)
 Additional comments:

Time Management 3 2 1 N/A
 (completes tasks within designated timeline, demonstrates punctuality)
 Additional comments:

Planning and Organizing 3 2 1 N/A
 (identifies & implements a process to accomplish a goal)
 Additional comments:

Demonstrates Creativity 3 2 1 N/A
 (uses innovative thinking to produce creative ideas and solutions)
 Additional comments:

Ethics and Social Justice

Ethical Conduct

(follows company procedures, respects confidentiality)

3 2 1 N/A

Additional comments:

Academic Discipline & Technical/Digital Competence

Academic Connection

(able to apply academic knowledge to internship experience)

3 2 1 N/A

Additional comments:

Technology Knowledge

(software, databases, Microsoft Office, phones, copier, and scanning)

3 2 1 N/A

Additional comments:

Diversity and Global Perspective

Diversity in the Work Setting

(interacts, collaborates, or works with diverse individuals including ethnic, cultural, age, disability, etc.)

3 2 1 N/A

Additional comments:

Strong Work Ethic and Professionalism

Adaptability

(receptive to change, flexible)

Additional comments:

3 2 1 N/A

Quality of Work

(takes pride in work, pays attention to detail and values accuracy)

Additional comments:

3 2 1 N/A

Professional Etiquette

(adheres to professional dress code, uses an appropriate workplace etiquette)

Additional comments:

3 2 1 N/A

In reviewing the Learning Contract, are there tasks that could be adjusted/added to the student's role that would increase involvement and learning in the position? Please explain.

Please print a copy of this Mid-Semester Review for your records AND provide a copy for the intern.

Internship Supervisor Signature

Date

Student Intern Signature

Date