

In-School Intern Evaluation

PART I – to be completed by the School Site Coordinator

Intern: _____
 Course: _____ Per. _____
 School Year: _____ Quarter: _____
 Mentor: _____

Weekly Work Reports: 20% of total grade

/100

Seminar Attendance & Assignments: 20%

/100

PART II – to be completed by the Intern Site Mentor

Instructions: Please rate your intern's performance by checking the level of proficiency for each category. Evaluate each statement without regard to the Intern's rating in any other category. Use this portion of the evaluation to help your student improve upon their employability skills.

E: Exceeds Expectations= Intern performs above expectations
M: Meets Expectations= Intern performs as expected
N: Needs Improvement= Intern performs below expectations

Exceeds Meets Needs Improvement

_____	_____	_____	Attendance / Punctuality
_____	_____	_____	Appropriate Appearance
_____	_____	_____	Initiative / Self-Motivation
_____	_____	_____	Attitude / Cooperation
_____	_____	_____	Quality of Work
_____	_____	_____	Dependability
_____	_____	_____	Follows Directions
_____	_____	_____	Accepts Constructive Criticism
_____	_____	_____	Communicates Effectively
_____	_____	_____	Meets deadlines / Manages Time Effectively

General Comments: _____

Intern Site Mentor's Signature: _____ Date: _____ Absent # days _____ Tardy # _____

FINAL GRADE (School Site Coordinator will complete this section)

/100

RETURN THIS FORM TO THE SCHOOL SITE COORDINATOR
 Grades will be entered into the RDS System by the School Site Coordinator
 A copy of this form will be returned to the Intern Site Mentor.