



CCHS Intern Evaluations

*Evaluations should be **completed by your employer one time per quarter**. As the intern it is your responsibility to schedule these with your supervisor.*

***Supervisors:** It is a good idea to review these with your intern to confirm they are on track with the skill set your industry is looking for.*

Student Name:		
Company Name:		
Supervisor's Name:		
EVALUATION: Grading Scale		
5 = Meets expectations 80 - 100% of the time		
4=Meets expectations 60 - 80% of the time		
3= Meets expectations 40 -60% of the time		
2= Meets expectations 25-40% of the time		
1= Meet expectations 0 - 25% of the time		
Adaptability	Score	Notes
Demonstrate Resilience		
Think Flexibly		
Critical Thinking	Score	Notes
Approach difficult challenges creatively		
Explore solutions to complex challenges strategically.		
Communication	Score	Notes
Express thoughts and ideas clearly using multiple mediums		
Adjust messages according to the needs of the audience, context, and purpose.		
Leadership	Score	Notes
Model behavior that is professional and inspirational.		
Listen to various opinions and empower others.		
Character	Score	Notes
Exhibit empathy and inclusiveness of others.		
Demonstrate integrity and accountability through personal, professional, and civic actions.		
Collaboration	Score	Notes
Recognize and respect the differences in values that may exist between people from varying social and cultural backgrounds.		
Demonstrate integrity and accountability through personal, professional, and civic actions & understand this teamwork may lead to action for change		
TOTAL SCORE	0	
PERCENTAGE	0%	
Overall comments:		
Would you like your Internship Coordinator to contact you regarding this student's performance?		



Goals

Goals are an important part of an internship. They allow the student to work toward a deeper level of understanding and learning and allow the employer to end the internship with tangible results.

Student Name:		
Company Name:		
Supervisor's Name:		
Goals		
Goal #1	Completion date	Notes
Goal #2		Notes
Goal #3		Notes



Internship Reflection

Reflecting Back on the internship experience can help solidify the learning experience. An internship reflection can be as simple as a few written paragraphs overviewing what you, as a student, learned from this experience and what you plan to do with this information in the future. For example, do you plan to seek other opportunities in this field? Did you learn this is not the field for you?

You can also demonstrate this learning in other ways. You can do a presentation of your skills, possibly as a cooking demonstration and answer questions. You could book a time as a Career Connections guest speaker for other students and share your experience. Let us know what other ideas you have to demonstrate and reflect on your experience.

Student Name:		
Company Name:		
Supervisor's Name:		
How do you plan to share what you learned?	Completion date	Notes



Student Timesheet: (Note: An employer-provided timesheet or a timesheet photo can substitute for this one.)

Student Name:	Intern Supervisor:
Pay Period:	Workplace:

	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Time In:					
Time Out:					
Total Hours:					
Duties Performed:					
				Total # of Hours:	

Student signature: _____ Date: _____

Workplace supervisor signature: _____ Date: _____

