



Master in Environmental Sciences

Internship assessment form

(To be completed by the host organization representative)

Student's Name:

Date of internship:

The purpose of this form is to provide the intern with feedback about the intern's work and professional skills and competencies; Please be objective and candid in your assessment and discussion with the intern; The assessment ratings ranges from A-E as follows (circle the appropriate number):

A	Excellent	Always demonstrates this ability/consistently exceeds expectations
B	Good	Usually demonstrates this ability/sometimes exceed expectations
C	Fair	Sometimes demonstrates this ability/meets expectations
D	Needs improvement	Seldom demonstrates this ability/rarely meets expectations
E	Unsatisfactory	Never demonstrates this ability/does not meet expectations
N/A	Not applicable	Not applicable to this internship experience

A. Ability to learn

1.	Observes/pays attention to others	A	B	C	D	E	N/A
2.	Asks pertinent and purposeful questions	A	B	C	D	E	N/A
3.	Seeks and uses appropriate resources	A	B	C	D	E	N/A
4.	Accepts responsibility for mistakes and learns from experiences	A	B	C	D	E	N/A
5.	Open to new experiences; takes appropriate risks and initiatives	A	B	C	D	E	N/A
		A	B	C	D	E	N/A

Comments:

B. Reading/writing/computation skills

1.	Reads/comprehends and follows written materials	A	B	C	D	E	N/A
2.	Communicates ideas and concepts clearly in writing	A	B	C	D	E	N/A
3.	Adequate use of models, numerical tools and software	A	B	C	D	E	N/A
4.		A	B	C	D	E	N/A
5.		A	B	C	D	E	N/A
		A	B	C	D	E	N/A

Comments:



C. Listening and Oral communication skills

1.	Listens to others in an active and attentive manner	A	B	C	D	E	N/A
2.	Comprehends and follows verbal instructions	A	B	C	D	E	N/A
3.	Effectively participates in meetings and group settings	A	B	C	D	E	N/A
4.	Demonstrates effective verbal communication skills	A	B	C	D	E	N/A
5.		A	B	C	D	E	N/A
		A	B	C	D	E	N/A

Comments:

D. Creative thinking and Problem solving skills

1.	Seeks to comprehend and understand the "big picture"	A	B	C	D	E	N/A
2.	Breaks down complete tasks/problems into manageable pieces	A	B	C	D	E	N/A
3.	Brainstorms/develops options and ideas	A	B	C	D	E	N/A
4.	Respects ideas and inputs from other sources and people	A	B	C	D	E	N/A
5.	Demonstrates an analytical capacity	A	B	C	D	E	N/A
		A	B	C	D	E	N/A

Comments:

E. Professional and career development skills

1.	Seeks to understand personal strengths and weaknesses	A	B	C	D	E	N/A
2.	Exhibits self-motivated approach to work	A	B	C	D	E	N/A
3.	Demonstrates ability to set appropriate priorities and goals	A	B	C	D	E	N/A
4.	Exhibits professional behavior and attitude	A	B	C	D	E	N/A
5.		A	B	C	D	E	N/A
		A	B	C	D	E	N/A

Comments:

F. Interpersonal, Teamwork and Organizational effectiveness skills

1.	Relates to coworkers/team members effectively	A	B	C	D	E	N/A
2.	Seeks to understand the organization's missions and goals	A	B	C	D	E	N/A
3.	Demonstrates a sense of responsibility	A	B	C	D	E	N/A
4.	Interacts effectively and appropriately with supervisors	A	B	C	D	E	N/A
5.	Reports to work and meetings on schedule	A	B	C	D	E	N/A
6.	Exhibits a positive and constructive attitude	A	B	C	D	E	N/A

Comments:

G. Assessment on the validation material

1.	Quality of Written report	A	B	C	D	E	N/A
2.	Quality of the oral presentation	A	B	C	D	E	N/A

Overall performance

1. Would you supervise this intern again? Yes/No/uncertain. If no, please explain
 2. Would your organization host this intern again? Yes/No/uncertain. If no, please explain
 3. Would you recommend this student to other organizations? Yes/No/uncertain. If no, please explain
 4. Overall performance of this intern
- Unsatisfactory Poor Average Good Outstanding

Additional comments

I have/I have not discussed this assessment with the intern

Host organization representative

Name

Date of assessment

Signature