



# 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):

6	Excellent	Always demonstrates this ability/consistently exceeds expectations
5	Good	Usually demonstrates this ability/sometimes exceed expectations
4	Fair	Sometimes demonstrates this ability/meets expectations
3	Needs improvement	Seldom demonstrates this ability/rarely meets expectations
2	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	6	5	4	3	2	N/A
2.	Asks pertinent and purposeful questions	6	5	4	3	2	N/A
3.	Seeks and uses appropriate resources	6	5	4	3	2	N/A
4.	Accepts responsibility for mistakes and learns from experiences	6	5	4	3	2	N/A
5.	Open to new experiences; takes appropriate risks and initiatives	6	5	4	3	2	N/A
		6	5	4	3	2	N/A

Comments:

### B. Reading/writing/computation skills

1.	Reads/comprehends and follows written materials	6	5	4	3	2	N/A
2.	Communicates ideas and concepts clearly in writing	6	5	4	3	2	N/A
3.	Adequate use of models, numerical tools and software	6	5	4	3	2	N/A
4.		6	5	4	3	2	N/A
5.		6	5	4	3	2	N/A
		6	5	4	3	2	N/A

Comments:



C. Listening and Oral communication skills

1.	Listens to others in an active and attentive manner	6	5	4	3	2	N/A
2.	Comprehends and follows verbal instructions	6	5	4	3	2	N/A
3.	Effectively participates in meetings and group settings	6	5	4	3	2	N/A
4.	Demonstrates effective verbal communication skills	6	5	4	3	2	N/A
5.		6	5	4	3	2	N/A
		6	5	4	3	2	N/A

Comments:

D. Creative thinking and Problem solving skills

1.	Seeks to comprehend and understand the “big picture”	6	5	4	3	2	N/A
2.	Breaks down complete tasks/problems into manageable pieces	6	5	4	3	2	N/A
3.	Brainstorms/develops options and ideas	6	5	4	3	2	N/A
4.	Respects ideas and inputs from other sources and people	6	5	4	3	2	N/A
5.	Demonstrates an analytical capacity	6	5	4	3	2	N/A
		6	5	4	3	2	N/A

Comments:

E. Professional and career development skills

1.	Seeks to understand personal strengths and weaknesses	6	5	4	3	2	N/A
2.	Exhibits self-motivated approach to work	6	5	4	3	2	N/A
3.	Demonstrates ability to set appropriate priorities and goals	6	5	4	3	2	N/A
4.	Exhibits professional behavior and attitude	6	5	4	3	2	N/A
5.		6	5	4	3	2	N/A
		6	5	4	3	2	N/A

Comments:

F. Interpersonal, Teamwork and Organizational effectiveness skills

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

Comments:

G. Assessment on the validation material

1.	Quality of Written report	6	5	4	3	2	N/A
2.	Quality of the oral presentation	6	5	4	3	2	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  
Outstanding                  Good                  Average                  Unsatisfactory Poor

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Additional comments

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

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Host organization representative  
Name  
Date of assessment  
Signature