

School of Ocean and Earth Science and Technology  
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**Undergraduate Internship Evaluation for ATMO, EARTH & OCN 395**

**Company:** \_\_\_\_\_

**Internship Evaluation of:** \_\_\_\_\_  
(Name of Student Intern)

**Instructions**

Please complete and submit (by fax or email) this form so that we may receive it by **the official last day of classes at UHM**. Credit for the intern will be submitted only if the student receives an Overall Performance rating of 2 or better. Please base your ratings on the criteria listed below.

5 - Exceptional	4 - Very Good	3 - Satisfactory	2 - Fair	1 - Unsatisfactory
Consistently exceeds in achieving goals and objectives far above the established standards.	Generally exceeds the established performance standards.	Meets the established performance standards expected for interns.	Meets some but not all of the performance standards required for interns.	Generally fails to meet the established performance standards and improvements are required for continuance as an intern.

**Performance Elements**

**JOB KNOWLEDGE:** The intern's knowledge of his/her work assignments, including an understanding of the office's organization, administrative, and technical roles, and the intern's own role in the office is clearly demonstrated. \_\_\_\_\_

**WORK ACCOMPLISHMENT:** The intern's productivity relative to what can be reasonable expected of an inexperienced individual having the potential to become professionally competent. \_\_\_\_\_

**INITIATIVE:** The intern sees beyond the immediate job assignment and applies new ideas, methods and techniques to improve work quality or to initiate other projects or activities when necessary. \_\_\_\_\_

**ORGANIZATIONAL SKILLS:** The intern organizes work tasks to maximize the use of time and energy. \_\_\_\_\_

**COMMUNICATION SKILLS:** The intern demonstrates verbal and written communication skills that reflect the ability to research, analyze, and communicate ideas pertaining to work assignments. \_\_\_\_\_

**WORK QUALITY:** The intern demonstrates those personal characteristics (enthusiasm, interest, motivation, reliability, cooperation, dependability) that facilitate working independently and/or cooperatively as a member of a team or office group. \_\_\_\_\_

**ABILITY FOR SELF-APPRAISAL:** The intern shows the ability to analyze his/her performance and to make constructive efforts to improve. \_\_\_\_\_

**TIME & ATTENDANCE:** Intern maintained agreed-upon work hours and schedule. \_\_\_\_\_

**Overall Performance**

1. Given the specific tasks/project(s) assigned to the intern, what are the intern's strengths as a potential professional:
  
  
  
  
  
  
  
  
  
  
2. In what areas of professional development should the intern work to improve?
  
  
  
  
  
  
  
  
  
  
3. Was the intern able to utilize course preparations toward his/her performance?
  
  
  
  
  
  
  
  
  
  
4. What other factors relevant to evaluating the intern's performance would you like to bring to our attention?
  
  
  
  
  
  
  
  
  
  
5. What letter grade would you give the intern? Justify this grade per specific accomplishments and/or achievements by the intern.
  
  
  
  
  
  
  
  
  
  
6. Other comments.
  
  
  
  
  
  
  
  
  
  
7. Would you be willing to host another intern in the future?    YES \_\_\_\_\_    NO \_\_\_\_\_

**NAME AND TITLE OF PERSON COMPLETING THIS FORM:**

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Name (Please Print)

Signature

Date