

ACEN INTERN ASSESSMENT REPORT:

(To be completed by the Intern Supervisor:)

Student/Intern

Name: _____

Student/Intern

Discipline: _____

Student level of studies

(N.Dip., B.Tech., B.Eng., Other): _____

Date of commencement of Internship: _____

Date of expiration of Internship: _____

Days Worked Per Week: _____

Name of Placement: _____

Name of Supervisor: _____

Supervisor Discipline: _____

Assessment ratings ranges from 1 to 5 are as follows (circle the appropriate number):

1 = Unsatisfactory Never demonstrates this ability / does not meet expectations

2 = Needs Improvement Seldom demonstrates this ability / rarely meets expectations

3 = Fair Sometimes demonstrates this ability / meets expectations

4 = Good Usually demonstrates this ability / sometimes exceed expectations

5 = Excellent Always demonstrates this ability / consistently exceeds expectations

N/A = Not Applicable Not applicable to this internship experience

A. Ability to Learn

1. Asks pertinent and purposeful questions.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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2. Seeks out and utilizes appropriate resources.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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3. Open to new experiences; takes appropriate risks.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

B. Reading / Writing / Computation Skills

1. Reads, comprehends and follows written materials.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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2. Communicates ideas and concepts clearly in writing.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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3. Works with mathematical procedures appropriate for the assigned duties.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

C. Listening and Oral Communication Skills

1. Listens to others in an active and attentive manner.

1	2	3	4	5
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2. Effectively participates in meetings or group settings.

1	2	3	4	5
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3. Demonstrates effective verbal communication skills.

1	2	3	4	5
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Comments:

D. Creative Thinking and Problem Solving Skills

1. Seeks to comprehend and understand the “big picture”.

1	2	3	4	5
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2. Breaks down complex tasks/problems into manageable pieces.

1	2	3	4	5
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3. Demonstrates an analytical capacity.

1	2	3	4	5
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Comments:

E. Professional and Career Development Skills

1. Seeks to understand personal strengths and weaknesses.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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2. Exhibits self-motivated approach to work.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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3. Demonstrates ability to set appropriate priorities/goals.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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4. Shows interest in determining career direction.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

F. Interpersonal and Teamwork Skills

1. Relates to co-workers/team members effectively.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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2. Supports and contributes to a team atmosphere.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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3. Works within appropriate authority and decision-making channels.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

G. Basic Work Skills

1. Reports to work as scheduled.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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2. Is prompt in showing up to work and meetings.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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3. Brings a sense of values and integrity to the job.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

H. Overall Performance

1. Would you supervise this intern again? Yes/ No/ Uncertain

Please explain:

2. Would you recommend this student to other organizations? Yes/ No/ Uncertain

Please explain:

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3. Overall performance of this intern: Unsatisfactory/ Poor/ Average/ Good/ Outstanding

Please explain:

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I. Additional Comments

Please list any additional comments here:

(I have) (I have not) discussed this assessment with the intern.

❖ Please attach copies of the following documents:

Copy of the Intern's ID

Academic record to date

Engineering degree / Diploma if applicable

Date of Assessment: _____

Signature of Supervisor: _____