



P O Box 25837, Windhoek, Namibia
 Tel: + 264 - 61 - 227672
 Fax: + 264 - 88 - 634920
 e-mail: acen@acen.org.na

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.

1 2 3 4 5

2. Seeks out and utilizes appropriate resources.

1 2 3 4 5

3. Open to new experiences; takes appropriate risks.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

Comments:

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B. Reading / Writing / Computation Skills

1. Reads, comprehends and follows written materials.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

2. Communicates ideas and concepts clearly in writing.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

3. Works with mathematical procedures appropriate for the assigned duties.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
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Comments:

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C. Listening and Oral Communication Skills

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

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

2. Effectively participates in meetings or group settings.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

3. Demonstrates effective verbal communication skills.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
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Comments:

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D. Creative Thinking and Problem Solving Skills

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

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

2. Breaks down complex tasks/problems into manageable pieces.

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

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| 1 | 2 | 3 | 4 | 5 |
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Comments:

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E. Professional and Career Development Skills

1. Seeks to understand personal strengths and weaknesses.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
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2. Exhibits self-motivated approach to work.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

3. Demonstrates ability to set appropriate priorities/goals.

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| 1 | 2 | 3 | 4 | 5 |
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4. Shows interest in determining career direction.

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| 1 | 2 | 3 | 4 | 5 |
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F. Interpersonal and Teamwork Skills

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

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| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

2. Supports and contributes to a team atmosphere.

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| 1 | 2 | 3 | 4 | 5 |
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3. Works within appropriate authority and decision-making channels.

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| 1 | 2 | 3 | 4 | 5 |
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Comments:

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G. Basic Work Skills

1. Reports to work as scheduled.

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| 1 | 2 | 3 | 4 | 5 |
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2. Is prompt in showing up to work and meetings.

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| 1 | 2 | 3 | 4 | 5 |
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3. Brings a sense of values and integrity to the job.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
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Comments:

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H. Overall Performance

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

If no, please explain:

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

If no, please explain:

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3. Overall performance of this intern:

Unsatisfactory Poor Average Good Outstanding

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I. Additional Comments

Please list any additional comments here:

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___ (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: _____