

CPI Intern Evaluation

Student Intern Information

Name		Date	
Job Title		Supervisor	
Department		Review Period	

Ratings

Does Not Meet
Needs
Meets
Good
Exceeds
Expectations
Improvement
Expectations
Performance
Expectations

Job Knowledge

Student has gained knowledge specific to the internship duties and is able to execute tasks with little to no supervision.

Comments

Work Quality

Student produces work that is professional and error free.

Comments

Professionalism & Work Ethic

Student arrives to work on-time and when scheduled. Student shows initiative and produces tangible outputs when at work.

Comments

Critical Thinking

Student is able to solve complex problems, attend to details, plan proactively, and display comfort with ambiguity.

Comments

Communication Skills

Student is able to both verbalize and compose professional thoughts and ideas. Student demonstrates active listening skills.

Comments

Teamwork & Collaboration

Student is able to work effectively in a team by cooperating and sharing responsibilities with others.

Comments

Evaluation

Additional Comments

Learning Outcome 1		% Complete	
Learning Outcome 2		% Complete	
Learning Outcome 3		% Complete	

Disclaimer and Signature

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Intern Comments:
(optional) _____

CPI Intern Evaluations FAQ

What?

The CPI Intern Evaluation form is intended to provide a structured process where an intern and their supervisor can sit down and discuss the intern's performance.

Why?

Reflection during and after an internship can provide the student intern an opportunity to grow both personally and professionally, gain confidence in their abilities, and work on their skillsets to help ensure future success.

When?

Evaluations can take place during or at the end of an internship. The CPI Office encourages evaluations to take place at least once a semester. CPI intern evaluations are not mandatory, but are highly encouraged.

Where can I find the learning outcomes?

Learning outcomes for every internship were provided to the CPI program on the CPI agreement form. If you do not have record of these outcomes please contact the CPI Office.

Who?

Once you have completed the evaluation, please provide a copy to the student for future reference. A copy should also be sent to the CPI Office

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