

*** 1. Name of Company/ Organization:**

2. Student's Major & Class Level:

3. Which type of position did this CSUF student occupy?

Academic Intern

Service-Learner

Other (please specify)

4. Internship/ Service-Learning Start Date:

5. Internship/ Service-Learning End Date:

6. Please briefly describe the student's work duties.

Academic internships and service-learning are learning experiences for students. It is to the advantage of the student for you to evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Please evaluate the student on the parameters below, as compared to an entry level professional in this field.

7. Please mark the box that best describes your evaluation of the academic intern/ service-learner.

	Outstanding	Very Good	Average	Needs Improvement	Unsatisfactory
Attitude/ Application to Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantity of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability/ Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem-Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to Learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning/ Time Management/ Organizational Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriateness of Dress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. What are the student's greatest strengths?

9. What are the student's greatest weaknesses?

10. Do you have suggestions on ways the student can improve his/ her work performance?

11. If you had to assign a letter grade to this student, what would it be?

A

B

C

D

F

Other (please specify)

12. Are you interested in hosting another student in the future? If not, why not?

13. How did you learn about CICE and academic internships/ service-learning at CSUF?

CSUF Career Center

CSUF Job or Internship Fair/ Event

Colleague or friend

Cold call

Other (please specify)

14. Do you have any additional comments?

15. Has this evaluation been discussed with the student?

Yes

No