

Student is responsible for completing this form and retrieving signatures. Once your final version is complete, make three copies. Retain one copy and provide copies to your faculty adviser and site supervisor. Submit the original signed agreement to the Career Services Center (SSC 3258) at the conclusion of your internship.

Student Name _____ **Date** _____

Supervisor Name _____ **Faculty Adviser Name** _____

To be completed at the end of the current co-op/internship experience. Arrange a debriefing meeting with your supervisor and faculty adviser.

Communication Skills	Skill Level	Self Management Skills	Skill Level
<i>Examples: Demonstrate oral communication skills required; write clearly and concisely; be willing to speak up, communicate information, and ask for clarification; listen to feedback and act to improve.</i>	Exceptional High Average Limited Poor	<i>Examples: Produce high-quality, error-free work; adapt strategy when current approach is not effective; use good judgment and establish priorities; give attention to time management, attendance and punctuality.</i>	Exceptional High Average Limited Poor
Problem Solving/Decision Making Skills	Skill Level	Leadership/Initiative Skills	Skill Level
<i>Examples: Analyze situations and take appropriate action; offer creative solutions to problems; collect and analyze information to do a task and establish a course of action in a timely manner; resolve problems within appropriate time frame.</i>	Exceptional High Average Limited Poor	<i>Examples: Seek opportunities to learn; take appropriate action to get the job done; complete work despite obstacles; set goals and follow up.</i>	Exceptional High Average Limited Poor
Teamwork Skills	Skill Level	Technical Skills	Skill Level
<i>Examples: Make a positive impact on work team by establishing rapport and credibility; share information and resources with others; pitch in to help co-workers; be willing to put in extra time and effort to get the job done.</i>	Exceptional High Average Limited Poor	<i>Examples: Possess the technical skills required for the position; be willing to enhance technical skills; use technology appropriately to perform work effectively.</i>	Exceptional High Average Limited Poor

Please rate your skill level now that your work term has ended.

- Did you achieve your learning goals?** Very Much So For the Most Part Somewhat Only Slightly Not at All
Did you meet performance expectations? Very Much So For the Most Part Somewhat Only Slightly Not at All
Student overall rating of the experience Excellent Very Good Average Fair Poor

Student Signature and E-mail: _____

Faculty Adviser Feedback:

Did this student meet learning goals? Very Much So For the Most Part Somewhat Only Slightly Not at All

Comments:

Faculty Signature: _____ **Date:** _____