



EDUCATION BUILT FOR LIFE

## STUDENT INTERNSHIP ORIENTATION

**THE PROCESS — please know that these steps may not always fall exactly in this order. Please consult with the Office of Career Development or your UIU faculty internship advisor with any questions you may have.**

1. Once an internship site has been determined you may need to consult with the UIU faculty internship advisor that is pre-determined based on your major and/or your internship site supervisor to determine your goals and learning objectives/outcomes for the experience.
2. Once an internship site is determined and objectives are identified, you will need to complete the Upper Iowa University Internship Application found on myUIU under Academics > Student Forms > Internship Forms > Upper Iowa University Internship Application in order to get registered to receive course credit. Within the Upper Iowa University Internship Application on the Student Information tab, there is a Course drop-down options that pre-populates your UIU faculty internship advisor (for example, selection of course CJ 403 will pre-populate the Criminal Justice major faculty internship advisor). Communication with that faculty member will be critical to ensure all questions are answered before and throughout your internship.
3. Meet with your internship site supervisor to discuss outlined learning objectives and internship responsibilities and to obtain their signature on the Internship Agreement (included in this packet).
4. Obtain UIU faculty internship advisor signature on the Internship Agreement.
5. Read, sign, and turn in the completed Internship Agreement and Student Internship Orientation documents from this packet to the Office of Career Development as soon as completed. This can be done electronically as locations of individuals will vary.
6. It is your responsibility as the student to provide your internship site supervisor with the following reports: the Midterm Report and Final Intern Evaluation (included in this packet) for the internship site supervisor to complete.
  - During week 4 of the internship, the completed Midterm Report is due to the Office of Career Development.
  - At the completion of the internship, the completed Final Intern Evaluation should be returned to the Office of Career Development.
  - At the completion of the internship, the completed Student Final Evaluation (included in this packet) should be returned to the Office of Career Development.
  - All three evaluation forms need to be submitted to your faculty internship advisor as well as the Office of Career Development.
7. Complete any progress reports, journals, papers, etc. as required by your UIU faculty internship advisor so course credit can be given.
8. Contact the Office of Career Development or your UIU faculty internship advisor with any questions during the internship experience.

**If you are unable to complete the internship after completing the appropriate paperwork and registering for the course, you must do the following:**

1. Work with the registrar's office, your academic advisor, or UIU faculty internship advisor to drop the course.
2. You must contact the internship site supervisor and inform that person that you will not be doing the internship.
3. You must work with your academic advisor and/or UIU faculty internship advisor to make them aware of the change and to verify your academic standing.
4. Inform the Office of Career Development that you will no longer be completing an internship.

Failing to appear for the internship is unprofessional and reflects poorly on the university, plus it jeopardizes future relationships with those who are offering internships.

**Please note:** If the student wishes to use a current job as an internship also, the student must provide the Office of Career Development and the UIU faculty internship advisor two (2) separate job descriptions—one for the current job (outlining his/her present position responsibilities) and one for the internship (outlining new learning objectives and responsibilities that will take place during the internship.)

## **ITEMS TO CONSIDER BEFORE DOING AN INTERNSHIP**

### **HOW TO DRESS**

An internship is a professional experience. Clothing appropriate for a student going to regular classes may not be acceptable on your internship. A good rule to follow: dress like your supervisor or ask what is acceptable.

### **HOUSING**

If your internship is not near UIU or near your home, housing is generally the responsibility of the student. Try to be as flexible as possible in regard to housing. Your best opportunity may not be located near UIU or close to your hometown.

### **TRANSPORTATION**

It is suggested that you discuss the status of your transportation when interviewing. Some agencies presume that an intern will have a vehicle for use during the internship. If you will be using your own vehicle for company business, be sure to check on insurance coverage and ask about mileage reimbursement.

### **INSURANCE**

As a participant in the Internship program, you need to be aware of some insurance concerns. Please note the following:

- **Health and Accident Insurance:** This is the responsibility of the student, as in any classroom course.
- **Unemployment compensation:** Normally internship students are not covered since their programs are defined as a limited term appointment with the cooperating agency.
- **Worker's compensation:** Employed interns are covered under regular guidelines of the act. Rulings have generally stated that unpaid students with formal intern agreements on file should be covered under the concept of training in lieu of pay.

### **COMPENSATION**

In internship experiences, compensation generally depends on the cooperating agency. Academic credit is awarded for the professional learning experience not the level of pay.

### **SAFETY**

To avoid possible accidents and injuries, you are encouraged to read applicable handbooks, instructions and operators manuals when at the field site and request adequate safety instruction. If you are unsure of any procedure, ask questions. You may also be required to obtain special certification or training in order to participate in certain internships.

### **CONFIDENTIALITY**

When special proprietary information, materials, and or procedures are a part of a student's internship experience; the college's staff request that intern agreements be amended in writing to have the sponsoring field supervisor edit all student reports before they are submitted to the University. Regular professional ethics are always to be observed. The UIU internship program does not want to violate professional trust.

### **ROLE OF THE FIELD/SITE SUPERVISOR**

The Field / Site Supervisor should be the person who will supervise you on a daily basis throughout your internship.

#### **The role of the business or agency field / site supervisor is to:**

- Help plan and assign your on-site work to allow you to meet your learning objectives and opportunities
- Provide a valuable developmental experience for intern(s)
- Give an accurate and detailed description of the nature and requirements of the assignment

- Negotiate salary with the student (if salary or stipend is available)
- Provide the student with thorough training in the proper operation and maintenance of any equipment or machinery to be used during the internship
- Complete a midterm and final evaluation of the student's performance. *(Field / Site supervisors are asked to review the evaluation form with the student and have the student sign the evaluation.)*

## **UIU POLICIES WHICH AFFECT INTERNSHIPS**

### **Discrimination and Sexual Harassment**

Any company, agency or individual involved in the internship program will do so in accordance with the provision of the Title VII of the Federal Civil Rights Act and the UIU student and faculty handbooks. These provisions prohibit discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record. Sexual harassment is a form of sex discrimination.

### **PROFESSIONAL STANDARDS**

1. Respond to internship offers in the time frame specified by the employer.
2. Return phone calls and respond to emails ASAP.
3. After accepting one offer, do not continue searching for a job or accept another offer.
4. Clarify all necessary disability accommodations.
5. Be early and/or prompt to show respect for professional staff member's time and schedules.
6. Identify permissible work absences and notification procedures.
7. Immediately report placement changes to faculty advisor and Office of Career Development.
8. Submit paperwork according to the employer's deadlines.
9. Dress professionally. Ask about dress and appearance guidelines. Almost all sites have them.
10. Understand that information you have access to is confidential and cannot be shared with anyone outside the organization. Some information may not even be shared within the same organization. You can be held legally accountable so find out the codes of confidentiality.
11. Abide by safety regulations (prepare reasonably for all foreseeable risks), abide by approved forms of correspondence (email, mail and telephone use).
12. Request information regarding the procedures for signing off/on work and any periodic forms/reports that need to be submitted.
13. Accept responsibility to behave in a professional manner. This includes, but is not limited to proper use of email, telephones, fax machines, copiers, mail, internet and proper relations with supervisors/colleagues. If you are involved in victimizing someone or other improper behavior at the work site, you will go through the UIU judicial process, the disciplinary process with your employer and could be removed from your internship. Other consequences may involve receiving a failing grade and no academic credit, along with no opportunity for references from supervisors or faculty advisors.
14. Contact appropriate authorities if you feel victimized by a work-related incident (job misrepresentation, un-ethical activities, sexual harassment, discrimination).
15. Discuss the professional expectations your supervisor has of you (ex. attire, language, specific assignments, team projects, work hours/overtime/weekend work, socializing with colleagues).

### **COMMON PROFESSIONAL DILEMMAS**

- Being underutilized or overloaded
- Bad feelings and politics between co-workers
- Uncomfortable time pressures
- Frustrated or confused by boss or mentor complications
- Confusion due to inadequate contact or feedback about work

If any of these issues or others arise, speak to your site supervisor and UIU faculty internship advisor as soon as possible to alleviate misunderstandings and to remedy the situation quickly.

## UIU MAJORS W/ INTERNSHIP OPPORTUNITIES

*This list is subject to change at any time*

<b>Major</b>	<b>Credits</b>	<b>Work Hours</b>
Agricultural Business	3	120
Art	3	120
Business Administration	3	120
Communication Studies	3	120
Conservation Management	3	120
Criminal Justice	3	120
Environmental Science	3	120
Exercise & Sports Studies	6	240
Financial Management	3	120
Forensic Science	3	120
Graphic Design	3	120
Human Resource Management	3	120
Human Services	3	120
Management	3	120
Marketing	3	120
Psychology	3	120
Sociology	3	120

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I have read and understand the above information and will abide by all rules and regulations set forth by Upper Iowa University and the site at which I will complete my internship.

\_\_\_\_\_  
Intern's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

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## INTERNSHIP AGREEMENT

AGREEMENT BETWEEN \_\_\_\_\_  
(*INTERNSHIP SITE*)  
AND \_\_\_\_\_ OF UPPER IOWA UNIVERSITY,  
(*STUDENT'S NAME*) FAYETTE, IOWA.

**THE PURPOSE OF THIS AGREEMENT IS TO MAKE PROVISION FOR PLACEMENT OF STUDENTS FROM  
UPPER IOWA UNIVERSITY FOR INTERNSHIP EXPERIENCE.**

1. WE ARE ASKING FOR JOINT SUPERVISION BETWEEN UPPER IOWA UNIVERSITY AND \_\_\_\_\_.  
(*INTERNSHIP SITE*)
2. THE SUPERVISION OF THE STUDENT'S PROGRESS WITHIN HIS/HER EDUCATIONAL PROGRAMS WILL BE THE RESPONSIBILITY OF \_\_\_\_\_ OF UPPER IOWA UNIVERSITY. THIS MAY  
(*UIU FACULTY INTERNSHIP ADVISOR*)  
INCLUDE AN ON-SITE EVALUATION DURING THE INTERNSHIP.
3. THE SUPERVISION OF THE STUDENT'S INTERNSHIP WILL BE THE RESPONSIBILITY OF \_\_\_\_\_  
(*SITE SUPERVISOR*)  
OF \_\_\_\_\_. THE SITE SUPERVISOR WILL BE ASKED TO COMPLETE PERIODIC  
(*INTERNSHIP SITE*)  
EVALUATIONS, AN EXIT INTERVIEW, AND A PRACTICE JOB INTERVIEW.
4. THE INTERNSHIP SHOULD INCORPORATE A MEANINGFUL LEVEL OF ACTIVITIES.
5. THE INTERNSHIP SITE RETAINS THE RIGHT TO INTERVIEW THE PROSPECTIVE INTERN AND THE RESPONSIBILITY TO DECIDE WHETHER TO ACCEPT THE INTERN CANDIDATE.
6. IT IS UNDERSTOOD THAT \_\_\_\_\_ MAY TERMINATE THE INTERN FOR  
(*INTERNSHIP SITE*)  
SUFFICIENT CAUSE DURING THE PLACEMENT. SUCH TERMINATIONS WOULD FOLLOW JOINT EFFORTS TO RECTIFY THE CIRCUMSTANCES.
7. STUDENTS WILL BE EXPECTED TO ACT IN A PROFESSIONAL AND ETHICAL MANNER.
8. FURTHER STIPULATIONS BY THE INTERNSHIP SITE INCLUDE (IF APPROPRIATE).

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9. THE STUDENT WILL SPEND \_\_\_\_\_ HOURS WORKING THIS INTERNSHIP EARNING \_\_\_\_\_  
ACADEMIC CREDITS BEGINNING WORK ON OR ABOUT \_\_\_\_/\_\_\_\_/\_\_\_\_ AND  
ENDING \_\_\_\_/\_\_\_\_/\_\_\_\_. (START AND END DATES MUST BE DURING YOUR REGISTERED SESSION)

10. WILL THE INTERN BE RECEIVING FINANCIAL COMPENSATION FOR THEIR WORK? **YES** OR **NO** (PLEASE CIRCLE)

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**AGREEMENT APPROVED BY:**

**INTERNSHIP SITE**

\_\_\_\_\_  
INTERNSHIP SITE SUPERVISOR'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

**UPPER IOWA UNIVERSITY**

\_\_\_\_\_  
UIU FACULTY INTERNSHIP ADVISOR'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

**STUDENT**

\_\_\_\_\_  
INTERN'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

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**BACKGROUND CHECKS — PLEASE NOTE:**

**STUDENTS:** UPPER IOWA UNIVERSITY DOES NOT PERFORM BACKGROUND CHECKS ON STUDENTS PRIOR TO PLACEMENT AT AN INTERNSHIP SITE. HOWEVER, PLEASE BE ADVISED THAT YOU MAY BE SUBJECT TO A BACKGROUND CHECK BY THE SPECIFIC INTERNSHIP SITE PRIOR TO PLACEMENT. ANY FEE CHARGED FOR A BACKGROUND CHECK IS THE RESPONSIBILITY OF THE STUDENT.

**EMPLOYERS:** UPPER IOWA UNIVERSITY DOES NOT REQUIRE BACKGROUND CHECKS. HOWEVER, WE STRONGLY RECOMMEND THAT THE INTERNSHIP SITE REQUIRES BACKGROUND CHECKS OF ALL INTERNS.



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## MID-TERM REPORT (TO BE COMPLETED BY SITE SUPERVISOR)

Intern's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

This report should be a **narrative summary of experiences and impressions of the intern** during the first half of the internship. Please comment about the **intern's quality of work, dependability, job knowledge, ability to learn, judgment, initiative, cooperation, attitude, punctuality, criticisms, and suggestions for the remainder of the internship.**

Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this form to the Upper Iowa University Office of Career Development  
605 Washington Street, Box 1857 - Fayette, IA 52142 Email: careers@uiu.edu**



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## STUDENT INTERN'S EVALUATION OF INTERNSHIP SITE

INTERN'S NAME \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_

DATES OF INTERNSHIP: BEGAN \_\_\_\_/\_\_\_\_/\_\_\_\_ ENDED \_\_\_\_/\_\_\_\_/\_\_\_\_

### I. INTERNSHIP SITE

#### HOW WOULD YOU RATE YOUR INTERNSHIP EXPERIENCE?

- EXCELLENT
- GOOD
- AVERAGE
- POOR

COMMENTS:

#### HOW WOULD YOU RATE THE COMPANY/ORGANIZATION DOING WHAT IT DOES?

- EXCELLENT
- GOOD
- AVERAGE
- POOR

COMMENTS:

#### WAS YOUR SITE SUPERVISOR PREPARED WITH WORK FOR YOU TO COMPLETE, TASKS AND ACTIVITIES TO BE INVOLVED WITH?

- EXCELLENT
- GOOD
- AVERAGE
- POOR

COMMENTS:

#### WHAT CHANGES WOULD YOU RECOMMEND TO MAKE THE ORGANIZATION'S INTERNSHIP EXPERIENCE MORE BENEFICIAL?

- EXCELLENT
- GOOD
- AVERAGE
- POOR

COMMENTS:



**WOULD YOU RECOMMEND THIS ORGANIZATION AS AN INTERNSHIP SITE FOR ANOTHER UIU STUDENT?**

- YES
- NO

**COMMENTS:**

**II. WORK**

**BRIEFLY, INDICATE THE TYPES OF ACTIVITIES YOU PARTICIPATED IN**

**HOW WOULD YOU RATE THE TYPE OF WORK THAT YOU WERE INVOLVED IN?**

- EXCELLENT, EXTREMELY MEANINGFUL
- APPROPRIATE FOR MY LEVEL OF ABILITY/I LEARNED MUCH
- BORING, WAS NOT CHALLENGED
- TOO DIFFICULT

**WHAT PORTION OF THE INTERNSHIP EXPERIENCE WAS *MOST* BENEFICIAL TO YOU?**

**WHY?**

**WHAT PORTION OF THE INTERNSHIP EXPERIENCE WAS *LEAST* BENEFICIAL TO YOU?**

**WHY?**

**DO YOU FEEL YOU PRACTICED SKILLS AND LEARNED PRACTICAL HANDS-ON KNOWLEDGE THAT WILL HELP YOU TO GET A JOB AFTER GRADUATION?**

- YES
- NO

**COMMENTS:**

### III. CAREER AND UPPER IOWA UNIVERSITY

**BY HAVING THIS EXPERIENCE, ARE YOU STILL INTERESTED IN YOUR MAJOR FIELD OF STUDY?**

- YES  
 NO

**COMMENTS:**

**IF NO, WHAT ARE YOU NOW INTERESTED IN?**

**DID THIS INTERNSHIP EXPERIENCE HELP CLARIFY YOUR CAREER GOALS? DO YOU HAVE A BETTER IDEA OF WHAT YOU WANT TO DO AFTER YOU GRADUATE?**

- YES  
 NO

**COMMENTS:**

**DID YOU FEEL ACADEMICALLY PREPARED POSSESSING THE SKILL AND KNOWLEDGE TO DO THE WORK EXPECTED OF YOU?**

- YES  
 NO

**COMMENTS:**

**IF NO, WHAT DID YOU NEED TO KNOW IN ORDER TO SUCCESSFULLY COMPLETE YOUR INTERNSHIP?**

**DID YOU RECEIVE ENOUGH SUPERVISION AND COMMUNICATION FROM YOUR ADVISOR AND UPPER IOWA UNIVERSITY WHILE COMPLETING YOUR INTERNSHIP?**

- YES  
 NO

**COMMENTS:**

*THANK YOU FOR YOUR FEEDBACK. REMEMBER TO ADD THIS INTERNSHIP EXPERIENCE TO YOUR RESUME!!*

**PLEASE RETURN THIS FORM TO THE UPPER IOWA UNIVERSITY OFFICE OF CAREER DEVELOPMENT  
605 WASHINGTON STREET, BOX 1857 - FAYETTE, IA 52142 EMAIL: [CAREERS@UIU.EDU](mailto:CAREERS@UIU.EDU)**



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## FINAL INTERN EVALUATION (TO BE COMPLETED BY SITE SUPERVISOR)

INTERN'S NAME \_\_\_\_\_  
DATES OF INTERNSHIP \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
EVALUATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
WORK ASSIGNMENT \_\_\_\_\_  
INTERNSHIP SUPERVISOR'S NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
INTERNSHIP SITE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

### THE CRITERIA FOR RATING EMPLOYEE PERFORMANCE IS BASED ON THE FOLLOWING:

- ACCOMPLISHMENTS
- TECHNICAL COMPETENCE
- DECISION MAKING
- PLANNING AND ORGANIZING
- COMMUNICATION
- LEADERSHIP
- QUALITY OF WORK
- QUANTITY OF WORK
- ATTENDANCE RECORD
- PEOPLE SKILLS

### INSTRUCTIONS

1. PLEASE INDICATE THE INTERN'S PERFORMANCE LEVEL FOR EACH APPLICABLE CATEGORY BY PLACING AN (X) NEXT TO THE APPROPRIATE RATING. RATINGS ARE EXPLAINED BELOW:
  - UNSATISFACTORY** – INABILITY TO PERFORM JOB; CORRECTIVE ACTION NEEDED.
  - IMPROVEMENT NEEDED** – PERFORMANCE SHORT OF DESIRED OBJECTIVES.
  - COMPETENT** – SUSTAINED, GOOD PERFORMANCE.
  - HIGHLY COMPETENT** – SUSTAINED, HIGH PERFORMANCE.
  - SUPERIOR** – OUTSTANDING PERFORMANCE CONSISTENTLY DEMONSTRATED.
2. BRIEFLY COMMENT, IN THE APPROPRIATE AREA, ON THE RATINGS GIVEN.
3. AFTER CONSIDERING THE RELATIVE IMPORTANCE OF EACH ITEM, DETERMINE THE OVERALL PERFORMANCE RATING.
4. COMPLETE THE DEVELOPMENT PORTION OF THE APPRAISAL.
5. DISCUSS APPRAISAL WITH EMPLOYEE SOLICITING THE EMPLOYEE'S WRITTEN AND VERBAL COMMENTS.

**ACCOMPLISHMENTS: ACHIEVEMENTS MADE, E.G., WORK TASKS AND GOALS COMPLETED, QUALITY OF WORK PERFORMED, AND ADAPTABILITY IN WORKING WITH MORE THAN ONE TASK OR RESPONSIBILITY AT A TIME.**

**CHECK ONE:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**COMMENTS:**

**COMPETENCE: UNDERSTANDS JOB, SHOWS PROFESSIONAL SKILLS, KNOWS HIS/HER FIELD, HAS ADMINISTRATIVE SKILLS, AND RESPONDS TO UNUSUAL CIRCUMSTANCES.**

**CHECK ONE:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**COMMENTS:**

**DECISION MAKING: ANALYZES, CREATES, EVALUATES, AND REASONS WELL; MANIFESTS SELF-DISCIPLINE AND PROMPTNESS IN MAKING DECISIONS.**

**CHECK ONE:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**COMMENTS:**

**PLANNING AND ORGANIZING: PLANS, WORKS, SETS, AND MEETS REALISTIC GOALS; INSTITUTES PROPER FOLLOW-UP PROCEDURES; FUNCTIONS WELL UNDER PRESSURE.**

**CHECK ONE:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**COMMENTS:**

**COMMUNICATIONS: WRITES AND SPEAKS CLEARLY AND ACCURATELY, UNDERSTANDS, AND KEEPS SUPERVISOR INFORMED.**

**CHECK ONE:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**COMMENTS:**

**LEADERSHIP: SHOWS INITIATIVE, RECOMMENDS CHANGES, ACTS WITH MINIMUM INSTRUCTIONS, EXECUTES STATED TASKS PROMPTLY, SEEKS NEW RESPONSIBILITY.**

**CHECK ONE:**

**COMMENTS:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**QUALITY OF WORK: PRODUCTIVITY OF WORK EFFORT IS:**

**CHECK ONE:**

**COMMENTS:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**QUANTITY OF WORK: AMOUNT OF WORK IS:**

**CHECK ONE:**

**COMMENTS:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**ABSENTEEISM/TARDINESS RECORD: ATTENDANCE RECORD IS:**

**CHECK ONE:**

**COMMENTS:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**PEOPLE SKILLS: INTERPERSONAL RELATIONSHIPS, ABILITY AND WILLINGNESS TO WORK WITH OTHERS. DOES OR DOES NOT GET ALONG AND SOCIALIZE.**

**CHECK ONE:**

**COMMENTS:**

- UNSATISFACTORY
- IMPROVEMENT NEEDED
- COMPETENT
- VERY COMPETENT
- SUPERIOR

**PERSONAL DEVELOPMENT**

**WHAT ARE THE EMPLOYEE'S (INTERN'S) BEST STRENGTHS?**

**WHAT AREAS OF PERFORMANCE NEED IMPROVEMENT?**

**WHAT ARE THE EMPLOYEE'S (INTERN'S) SPECIFIC ASPIRATIONS?**

**WHAT CHANGES IN POSITION OR WHAT TRAINING PROGRAMS DO YOU SUGGEST TO FURTHER THE EMPLOYEE'S (INTERN'S) DEVELOPMENT?**

**COMMENTS BY EMPLOYEE ON GENERAL EVALUATION (USE AND ATTACH ADDITIONAL SHEET IF NECESSARY).**

**PLEASE ATTACH POSITION DESCRIPTION.**

\_\_\_\_\_  
INTERN SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DATE

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605 WASHINGTON STREET, BOX 1857 - FAYETTE, IA 52142      EMAIL: CAREERS@UIU.EDU**