

Simsbury High School

Capstone Community Mentor FINAL Ratings of Intern

Name of Student Intern: _____

Name of Community Mentor: _____

Name of Community Organization: _____

Community Mentor Email: _____ Community Mentor Phone #: _____

Please provide honest ratings of your intern's knowledge, skills, and performance below. It is often helpful to complete the ratings during a final meeting with your intern where the two of you discuss the criteria and talk about the intern's performance.

Workforce Skills Performance

<i>“During on-site work and communications with me, I have observed that my intern...”</i>	Consistently	Often	Sometimes	Did Not Apply
...thinks critically				
...exercises good judgment and makes sound decisions				
...collaborates well with others				
...demonstrates creativity and innovative thinking				
...is flexible and adaptive				
...works well independently				
...works well as part of a team				
...demonstrates professional behavior				
...manages time well				

Basic Knowledge for Professional Success

<i>“During on-site work and communications with me, I have observed that my intern...”</i>	Consistently	Often	Sometimes	Did Not Apply
...communicates clearly in writing				
...communicates clearly when speaking				
...identifies problems and proposes possible solutions				
...shows growth in knowledge and skills in the career field				
...applies appropriate computer or other technical skills				
...applies appropriate computational skills				

Feedback for the Intern

Commendation

Please describe at least one thing you believe your intern has done well, and/or at least one area where you have witnessed significant growth, during the internship. Provide a brief explanation of how and why this strength/area of growth is important for work in your organization or field.

Future Advice

Please describe at least one way that your intern should continue to work to improve his or her knowledge, skills, or performance in order to be successful in an organization or field like yours in the future.

To the best of my knowledge, my intern's hours log accurately reflects work completed with me and/or through my organization. My ratings and feedback above reflect my honest assessment of this student's work and progress throughout the internship.

Community Mentor Signature: _____

Please return this form by email, fax, or by U.S. mail, to:

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Simsbury, CT 06070

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The list of skills rated above was adapted from:

Brush, K., Hall, C., Pinelli, T., & Perry, J. (2014). Interns' and mentors' evaluation of workforce knowledge and skills and the perceived importance of these skills in engineering and science careers. Presented at the 2014 AASE Southeast Section Conference, American Society for Engineering Education. Retrieved from <http://se.asee.org/proceedings/ASEE2014/Papers2014/9.pdf>