

Attachment 2

Rubric for evaluation of student Intern execution

Name of Student: _____

Date: _____ **Mentor:** _____

Internship Center: _____

Criteria	4	3	2	1	NA
Vision	The student has a clear vision of the possible projects he/she will develop, with a clear focus on the initiative of personnel in the Internship Center and his/her active participation.	The student has a clear vision of the possible projects he/she will develop, with focus on the active participation of Internship Center personnel.	The student has ideas about the possible projects he/she will develop at the Internship Center.	The student does not demonstrate a clear vision of the project he/she Will develop or displays confusion.	
Capacity as Technician	The student demonstrates active participation, directing events or activities to promote his/her technical education.	The student demonstrates participation in events or activities organized by others that promote his/her technical education.	The student demonstrates considerable interest in his/her technical education.	The student demonstrates little knowledge or interest in his/her technical education.	
Leadership in teamwork	The student assumes a leadership role in working with his/her team.	The student fulfills his teamwork roles.	The student works independently to be efficient or effective.	The student works independently as a matter of personal preference.	
Teamwork	The student demonstrates the capacity to participate actively, openly, with tolerance, flexibility, emotional maturity and responsibility.	The student demonstrates fair capacity for active participation, openness, tolerance, flexibility, emotional maturity and responsibility.	The student demonstrates few abilities for teamwork.	The student finds teamwork difficult.	

Following discussion of the above evaluation, we certify that we are in agreement today, _____, in _____.

Student Technical Intern

Internship Center Mentor



Attachment 3

MENTOR FORM Tool for Student Intern Evaluations

Name: _____

Period: _____

Submitted by: _____

1. Student Attitude	Agree	Somewhat Agree	Disagree
a. Demonstrates a positive attitude towards assigned work			
b. Is cooperative and committed to assigned work			
c. Is motivated towards carrying out assigned work			
d. Takes constructive initiatives			
2. Attendance and Punctuality			
a. Attends work according to the agreed-to schedule			
b. Always arrives on time			
c. Participates in planning meetings			
d. Fulfills commitments			
e. Participates in required activities			
f. Demonstrates discipline in fulfilling assigned tasks			
3. Work performed			
a. Is adequate to meet the objectives of its requester			
b. Has been thoroughly evaluated			
c. Is creative			



d. Shows care and preparation			
4. Communication Skills			
a. Is assertive			
b. Adequately manages conflicts			
c. Adequately identifies audience			
d. Masters preparation			
e. Masters use of technology			
f. Maintains good interpersonal relations			
5. Leadership Characteristics			
a. Demonstrates flexibility			
b. Listens to others			
c. Communicates effectively			
d. Is authentic			
e. Has a positive attitude			

Comments:

Following discussion of the above evaluation, we certify that we are in agreement today, _____, in _____.

Technical Program Student

Internship Center Mentor



Attachment 4:

Hours worked at the Internship Center

Name of Student: _____

Mentor: _____

Internship Center Institution: _____

Time Period: Week of ____ – ____ / _____ / _____

Date	# of hours at the Internship Center	# of preparation hours	Total hours

Total hours: _____

We certify that the information provided is correct,

Technical Program Student

Mentor

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