**Illinois State University**

**Center for Civic Engagement**

**Civic Engagement and Responsibility Minor**

**Mid-Term Internship Evaluation and Development Review**

**Intern Name:**

**Intern Placement Organization:**

**Job Duties: Please briefly describe the interns primary duties, roles, responsibilities, or tasks.**

**JOB KNOWLEDGE:** **To what extent has the intern learned content related to their job? To what extent is the intern turning knowledge into productivity?**

**QUALITY: To what extent does the intern pursue quality results in their work? Is the intern thorough and accurate?**

**Organizational Contribution: Please describe how the intern has contributed to the organizational goals.**

**cultural competence/Sensitivity: Comment on the extent to which the intern has demonstrated the ability to interact with a wide variety of staff, clients, community members, etc.**

**OTHER PERFORMANCE FACTORS: Comment on items such as self-direction, work attendance, adherence to office norms, communication, or professionalism.**

**Strengths: Please comment on specific areas of strength or talent observed in the intern.**

**Growth Opportunities: Please comment on an important next step in the intern’s professional development for the semester. What can this person do to perform the position more effectively?**

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| --- | --- | --- |
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| Intern Signature |  | Date |

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|  |  |  |
| Supervisor Signature |  | Date |

Student should return the signed copy by the assigned due date via ReggieNet.

Supervisors can direct any questions to Harriett Steinbach hmstein@ilstu.edu (309)438-3215.