

Evaluate the Internship Student in each of the following areas. Check the blank to the left of the rating description that best summarizes the Internship Student's performance. Space has been provided on the last page for additional comments.

1. WORK PRODUCT - The ability of the Internship Student to produce quality documents, memorandums, letters, research materials, etc.

SUPERIOR
 VERY GOOD
 GOOD
 MARGINAL
 UNACCEPTABLE (explain under "Comments")

2. EFFICIENT MANAGEMENT OF WORKLOAD - The ability of the Internship Student to efficiently manage his/her workload at the Internship Site.

SUPERIOR
 VERY GOOD
 GOOD
 MARGINAL
 UNACCEPTABLE (explain under "Comments")

3. ABILITY TO WORK WELL UNDER PRESSURE - The ability of the Internship Student to work well under pressure at the Internship Site.

SUPERIOR
 VERY GOOD
 GOOD
 MARGINAL
 UNACCEPTABLE (explain under "Comments")

4. ANALYTICAL SKILLS - The ability of the Internship Student to properly analyze legal issues and solutions to various issues encountered at the Internship Site.

SUPERIOR
 VERY GOOD
 GOOD
 MARGINAL
 UNACCEPTABLE (explain under "Comments")

5. PROFESSIONALISM - The ability of the Internship Student to always maintain his/her composure and professionalism at the Internship Site.

SUPERIOR
 VERY GOOD
 GOOD
 MARGINAL
 UNACCEPTABLE (explain under "Comments")

6. ABILITY TO WORK INDEPENDENTLY - The ability of the Internship Student to work independently on the various tasks assigned to him/her at the Internship Site.

- _____ SUPERIOR
- _____ VERY GOOD
- _____ GOOD
- _____ MARGINAL
- _____ UNACCEPTABLE (explain under "Comments")

7. QUALITY OF WRITTEN WORK - The ability of the Internship Student to produce quality written work and documentation free of spelling and punctuation errors at the Internship Site.

- _____ SUPERIOR
- _____ VERY GOOD
- _____ GOOD
- _____ MARGINAL
- _____ UNACCEPTABLE (explain under "Comments")

APPEARANCE AND PERSONAL HABITS

	Superior	Very Good	Good	Marginal	Not Acceptable
General Appearance					
Punctuality					
Commands Respect					
Personality					

PLEASE NOTE ANY RECOMMENDED IMPROVEMENTS IN PERFORMANCE AREAS:

COMMENTS IN GENERAL

Please **assign a numerical grade** based on the following scale which you feel accurately reflects the student's performance in his/her internship:

A = 90 to 100 points

B = 80 to 89 points

C = 70 to 79 points

D = 60 to 69 points

F = 0 to 59 points

NUMERICAL MID-TERM GRADE _____

Have you discussed this person's level of performance with him/her? YES_____ NO_____

I hereby certify that, as of the date of this report, the student has completed _____ (**no less than 105**) hours at the internship site.

Signed: _____
Supervising Mentor

Date: _____