



**Upward Bound Math and Science**  
**Summer Internship Student Self-Evaluation Form**

*(To be completed by student intern)*

Student Name \_\_\_\_\_ Internship Site \_\_\_\_\_

**Instructions:** Please evaluate your own performance in the following categories using the scale provided. Please circle the appropriate rating and write any additional comments in the space provided.

**1. Professional conduct:**

- I arrived on time and worked until expected departure time.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I dressed neatly and appropriately.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I only used a cell phone or other electronic device during breaks.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I was respectful of my supervisor, co-workers, and customers/clients.  
*Outstanding*                      *Good*                      *Unsatisfactory*

**Comments:**

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**2. Work Ethic:**

- I maintained a positive attitude.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I showed enthusiasm about this career field and my duties.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I was productive at all times.  
*Outstanding*                      *Good*                      *Unsatisfactory*
- I was willing to take initiative.  
*Outstanding*                      *Good*                      *Unsatisfactory*

**Comments:**

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***Developing***  
 Required position competency is not yet fully applied by the employee at the level defined by the manager as necessary to meet stated business needs. The employee may be lacking in some elements of the required position competency.

***Applied***  
 Required position competency is often demonstrated by the employee at the level defined by the manager as necessary to meet stated business needs.

***Broadly Demonstrated***  
 Required position competency is consistently demonstrated by the employee at, and occasionally above, the level defined by the manager as necessary to meet or exceed stated business needs.

### 3. 21<sup>st</sup> Century Workplace Skills:

- Digital-age literacy (ability to read, write, listen, speak, and compute numbers; technological literacy; information literacy; cultural literacy; and global awareness)

***Developing***

***Applied***

***Broadly Demonstrated***

- Inventive thinking (adaptability; managing complexity; self-direction; curiosity; creativity; higher-order thinking; and sound reasoning)

***Developing***

***Applied***

***Broadly Demonstrated***

- Effective communication (teamwork; collaboration; interpersonal skills; networking; personal responsibility; and social and civic responsibility)

***Developing***

***Applied***

***Broadly Demonstrated***

- High productivity (prioritizing; planning; problem-solving; effective use of tools and technology; and an ability to produce high-quality products with attention to detail)

***Developing***

***Applied***

***Broadly Demonstrated***

**Comments:**

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### 4. Overall Comments:

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\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Please fax to the Upward Bound Math and Science Program at (919) 718-7290 upon completion of the internship.