



### Intern's Work Performance: Completed by the Preceptor

**Exceeds Expectations:** The intern consistently goes above and beyond and exceeds the expectations in this category for internship performance. They are recognized by administrators at the organization for achieving an exceptional level for this specific skill/category, and could receive further recognition such as an award, etc.

**Meets Expectations:** The intern consistently meets the expectations for internship performance in this category. There is no concern about mastering this specific skill/category.

**Developing:** The intern is not fully achieving the expectations in this category for internship performance. There is a need for extra guidance, support (including additional feedback, training, meetings, etc.) to ensure the student can achieve satisfactory performance in this category.

**Does Not Meet Expectations:** The intern does not meet the expectations in this category for internship performance. A meeting is required to discuss unsatisfactory performance with the Internship Coordinator to discuss next steps.

	Exceeds Expectations	Meets Expectations	Developing	Does Not Meet Expectations	N/A
Ability to work in a team					
Problem Solving Skills					
Written Communication Skills					
Work Ethic					
Verbal Communication					
Leadership Skills					
Initiative					
Analytical Skills					
Flexibility/Adaptability					
Detail-oriented					
Interpersonal Skills					
Computer Skill					
Organizational Skills					
Planning Skills					
Professionalism					
Quality of Work					
Overall Performance					

### Preceptor/Internship Site Evaluation: To be Completed by the Student

	Exceeds Expectations	Meets Expectations	Developing	Does Not Meet Expectations	N/A
Throughout the entire internship, the site provided me with adequate training and resources.					
Provided challenging and beneficial work assignments					
Gave adequate and timely feedback on projects/assignments					
Was readily available for clarification or questions					
Was able to meet with me on a weekly basis and discuss areas of improvement					
This position helped me to make maximum use of my academic training					
Allowed me to effectively demonstrate my ability to work in professional setting					
Encouraged professional development opportunities					
By the end of the internship term, I had a comprehensive understanding of the internship site/organization					

### Internship Progress

Please describe how both of you have discussed the internship and expectations. How has it been going for the first five weeks? What are some goals for the final five weeks of the term? **This is to be completed by the preceptor and student together. If you have added additional optional activities, please describe those as well.**

### Optional Zoom Midway Check in

Since it is now halfway through the term, there is the option to schedule a short Zoom meeting between the Preceptor, Student and Internship Coordinator.

Would you like to schedule a Midway Zoom Check-in?

- Not at this time but if it changes, we will reach out to you!
- Yes, that would be great to check-in and discuss the internship so far!

(Please specify below if you would like a 15, 30 or 45 minute Zoom meeting, and please provide some days and times (PST) that both of you are available.)

### INTERNSHIP TERMS AND AGREEMENT AND SIGNATURES

Please sign below. Each person needs to sign and consent to the terms of this form.

Please see **the Academic Dishonesty website** for more information on falsifying signatures  
<http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor \_\_\_\_\_ Date: \_\_\_\_\_