



# Maui Community College

University of Hawai'i System



## COUNTY OF MAUI INTERN SELF-EVALUATION OF PERFORMANCE AND COMPLETION OF PROJECT-BASED OBJECTIVES MID-TERM AND FINAL EVALUATIONS – FORM 6

NAME OF INTERN \_\_\_\_\_ MAJOR \_\_\_\_\_ SEMESTER / YEAR \_\_\_\_\_  
INTERNSHIP SITE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Evaluation information will be used to assess your overall Co-op performance, in providing career guidance as needed, and in determining the course grade and credits at the end of the internship. **The first column is for the mid-term evaluation (Mid); the second column is for the final evaluation (Final).** The intern is responsible to submit Form 6 to the Co-op office when due. **Parts I and II must be completed for grading purposes.**

**PART I: PROJECT-BASED PERFORMANCE. Instructions: Please check the phrase which most accurately describes your performance.**

### 1. RELATIONS WITH OTHERS

Mid	Final
	Exceptionally well accepted
	Works well with others
	Gets along satisfactorily
	Some difficulty working with others
	Works very poorly with others

### 2. ATTITUDE-APPLICATION TO PROJECT

Mid	Final
	Outstanding in enthusiasm
	Very interested and industrious
	Average in diligence and interest
	Somewhat indifferent
	Definitely not interested

### 3. JUDGMENT

Mid	Final
	Exceptionally mature
	Above average in decision making
	Usually makes appropriate decisions
	Often uses poor judgment
	Consistently uses poor judgment

### 4. DEPENDABILITY

Mid	Final
	Completely dependable
	Above average in dependability
	Usually dependable
	Sometimes negligent
	Not dependable

### 5. ABILITY TO LEARN

Mid	Final
	Exceptionally fast to learn
	Learns readily
	Average in learning
	Rather slow to learn
	Requires considerable assistance

### 6. CONTENT KNOWLEDGE

Mid	Final
	Exceptional competence and skills
	Understands job well
	Moderately informed
	Requires considerable checking
	Poorly informed and inadequate

### 7. PRODUCTION (volume/quality)

Mid	Final
	Superior quality / volume
	Above average quality / volume
	Satisfactory quality / volume
	Below average production
	Very low production

### 8. PERSONAL APPEARANCE

Mid	Final
	Appropriate, always excellent
	Appropriate, usually very good
	Acceptable, improvement needed
	Often inappropriate, much improvement needed

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**9. RELIABILITY**

**Mid Final**

- Always regular and prompt
- Usually present and prompt
- Occasionally absent and late
- Frequently absent and late
- Poor record

**10. COMMUNICATION**

**Mid Final**

- Superior speech and expression
- Above average speech and expression
- Average speech and expression
- Some difficulty communicating
- Difficulty communicating

**PART II: COMPLETION OF PROJECT-BASED OBJECTIVES**

**INSTRUCTIONS:** List each approved objective briefly. Rate level of completion using scale below. Mid-term evaluation measures level of progress. Final evaluation measures level of completion at the end of the Co-op internship.

**RATING SCALE:** 1=more than satisfactory; 2=satisfactory; 3=unsatisfactory; 4=unable to evaluate (please explain)

**Mid Final**

**STANDARD PROJECT-BASED OBJECTIVE 1:** By the end of the internship, intern will complete project-based activities at the standard designated by the internship supervisor. Appropriate and necessary training will be provided.

**STANDARD PROJECT-BASED OBJECTIVE 2:** By the end of the internship, intern will be able to explain the organizational structure of the County field site and the County of Maui. [**Level II or III:** \_\_\_\_\_]

**PROJECT-BASED OBJECTIVE 3:** \_\_\_\_\_

**PART III: INTERN'S COMMENTS**

Please include comments and recommendations that should be emphasized in your evaluation and career planning.

**MID-TERM:** \_\_\_\_\_

**FINAL:** \_\_\_\_\_

**Mid-term:** Discussed with supervisor. Yes \_\_\_ No \_\_\_ **Final:** Discussed with supervisor. Yes \_\_\_ No \_\_\_

**OVERALL PERFORMANCE RATING:**

<b>Mid-term:</b>	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory
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<b>Final:</b>	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory
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**Mid-term:** \_\_\_\_\_  
Intern's Signature / Date

**Final:** \_\_\_\_\_  
Intern's Signature / Date

Thank you for your assistance and cooperation.

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