

Student Internship Evaluation 2025-2026
Trinity Office of Career Services

This survey, administered by the Trinity Office of Career Services, is designed to evaluate the student's learning and the practical application of skills during their academic internship. The evaluation aligns with the [Career Readiness Competencies](#) outlined by the National Association of Colleges and Employers (NACE). According to NACE, Career Readiness represents "a foundation of essential core competencies that equip college graduates for success in the workplace and lifelong career management."

The survey will be delivered to the Internship Supervisor to the email address notated on the "Academic Internship" form and should be submitted electronically via the Handshake platform. Please complete this evaluation in collaboration with the student twice a year: once at midterms and again at the end of the semester. If you have any questions, please contact the Trinity Office of Career Services at 202-884-9363 or careerservices@trinitydc.edu.

1. Internship Supervisor First and Last Name:
2. Job Title:
3. Internship Site (employer name)
4. Student First and Last Name:
 - a. Short answer
5. Internship Course ID (Please ask the student intern if you are unsure)
 - a. BADM 491
 - b. HUMR 491
 - c. SOCY 491
 - d. EDCM 401
 - e. EDCM 402
 - f. CJUS 492
 - g. PSYC 490
 - h. NSCM 498
 - i. SNHP 491
 - j. GLBL 491
 - k. List other course ID
6. Course Faculty Name:
 - a. Short answer
7. Academic Year and Session
 - a. Fall 2025
 - b. Spring 2026
 - c. Summer 2026
8. **Oral Communication** (Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization):
 - a. Excellent- Performance is exceptional
 - b. Very Good- Performance is above expectations
 - c. Good-Performance generally meets expectations

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- d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
 - e. Unsatisfactory- Performance is unsatisfactory
 - f. Not able to assess
9. **Written Communication** (e.g. reports, assignments, emails):
- a. Excellent- Performance is exceptional
 - b. Very Good- Performance is above expectations
 - c. Good-Performance generally meets expectations
 - d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
 - e. Unsatisfactory- Performance is unsatisfactory
 - f. Not able to assess
10. **Teamwork** (Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.):
- a. Excellent- Performance is exceptional
 - b. Very Good- Performance is above expectations
 - c. Good-Performance generally meets expectations
 - d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
 - e. Unsatisfactory- Performance is unsatisfactory
 - f. Not able to assess
11. **Critical Thinking** (Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.):
- a. Excellent- Performance is exceptional
 - b. Very Good- Performance is above expectations
 - c. Good-Performance generally meets expectations
 - d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
 - e. Unsatisfactory- Performance is unsatisfactory
 - f. Not able to assess
12. **Professionalism** (Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.):
- a. Excellent- Performance is exceptional
 - b. Very Good- Performance is above expectations
 - c. Good-Performance generally meets expectations
 - d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
 - e. Unsatisfactory- Performance is unsatisfactory

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- f. Not able to assess

13. Technology (Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals):

- a. Excellent- Performance is exceptional
- b. Very Good- Performance is above expectations
- c. Good-Performance generally meets expectations
- d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
- e. Unsatisfactory- Performance is unsatisfactory
- f. Not able to assess

14. Leadership (Recognize and capitalize on personal and team strengths to achieve organizational goals):

- a. Excellent- Performance is exceptional
- b. Very Good- Performance is above expectations
- c. Good-Performance generally meets expectations
- d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
- e. Unsatisfactory- Performance is unsatisfactory
- f. Not able to assess

15. Career and Self Development (Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization) :

- a. Excellent- Performance is exceptional
- b. Very Good- Performance is above expectations
- c. Good-Performance generally meets expectations
- d. Needs Improvement- Performance shows signs of competency, but generally does not meet expectations
- e. Unsatisfactory- Performance is unsatisfactory
- f. Not able to assess

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Examples of Competency:

Use the sections below to provide examples of how the student has demonstrated competence and applied the skills.

1. **Oral Communication** (Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization).

2. **Written Communication** (e.g. reports, assignments, emails).

3. **Teamwork** (Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities).

4. **Critical Thinking** (Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information).

5. **Professionalism** (Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace).

6. **Technology** (Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals).

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7. **Technology** (Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals).

8. **Leadership** (Recognize and capitalize on personal and team strengths to achieve organizational goals).

9. **Career and Self Development** (Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization).