



Department of Fisheries, Wildlife, and Conservation Sciences
Oregon State University, 104 Nash Hall, Corvallis, Oregon 97331-3803
T 541-737-1091 | F 541-737-3590 | <http://fw.oregonstate.edu>

Dear Supervisor,

The OSU Department of Fisheries, Wildlife, and Conservation Sciences thanks you for supervising our student intern. As a mentor, you are serving a key role in helping this student mature and develop professionally. We recognize this takes time and energy out of your busy schedule and we truly appreciate it. The experience a student has during an internship is pivotal in helping them develop their academic and work choices.

Our student interns are graded on their internship experience. Your input is important in the grading process and in helping each student learn to be successful. On the following page is an Evaluation Form that requires your input. I also encourage you to provide verbal feedback directly to your intern if you haven't already.

Students must submit this completed Evaluation to me before the end of the term in order to complete the course. The deadlines for the student's submission of this Evaluation are as follows:

Fall quarter: December 3

Winter quarter: March 11

Spring quarter: June 3

Summer quarter: September 3

You can either submit this completed Evaluation directly to the student (preferred), or submit to me via email, by the appropriate deadline noted above.

We thank you again for your support of our student, and for completing this Evaluation.

Sincerely,

Shalynn Pack
Internship Coordinator
OSU Department of Fisheries, Wildlife, and Conservation Sciences
104 Nash Hall
Corvallis, OR 97333
F) 541-737-3590
FW.internship@oregonstate.edu

EVALUATION OF STUDENT INTERN Oregon State University Dept. of Fisheries, Wildlife, and Conservation Sciences

Return to Intern or to FW.internship@oregonstate.edu (Internship Coordinator, 104 Nash Hall, OSU, Corvallis OR 97331)

Please complete this evaluation as part of the process to assign a grade for the student's internship credit and as a guide to providing constructive feedback to the Student Intern.

Student _____ Date _____

Evaluator _____ Organization _____

Circle the most appropriate number for each of the skills below:

1=Always 2= Usually 3= Sometimes 4=Never CA = Cannot assess/not applicable

Work skills

Organization (organizes self and tasks, manages time appropriately, uses information/resources effectively)

Work quality (follows through, accurate, attends to details)

Work quantity (performs tasks in timely manner, completes assignments)

Personal effectiveness (fits into organization, safety-conscious, dresses appropriately)

Commitment (spends the necessary time to finish a task, shows improvement, enthusiastic)

Initiative (asks questions, makes suggestions, shares ideas, explores total job situation)

Leadership and team-building skills

Displays foundational leadership skills such as integrity, honesty, accountability, focus, motivation to learn

Promotes an inclusive environment that supports diverse backgrounds and views

Works collaboratively on a team so team exceeds individual contributions

Works effectively alone by making independent well-reasoned decisions

Accepts constructive criticism by striving to understand and improve

Communication skills

Has effective interpersonal communication skills; listens, considers and responds appropriately

Able to effectively use diverse forms of communication (oral, written, visual, symbolic, media-based)

Communicates ideas and technical information effectively in professional and informal formats

Understands comments of nontechnical persons and able to explain science-based information

Engages in constructive dialog with diverse publics

Observation, perception, critical thinking and problem-solving skills

Observes and accurately records natural events

Relates observations to basic ecological principles or concepts

Recognizes scientific biases and assumptions

Uses logic, reasoning and science to arrive at defensible conclusions

Uses analysis and creativity to identify and define problems, examine options and select effective resolutions

Conservation knowledge

Conversant in conservation principles and their application to ecosystems or organisms

Able to identify physical and ecological elements sustaining an ecosystem

Understands basic ecosystem processes and implications of altering an ecosystem

Recognizes and integrates socio-political elements in conservation discussions

May we share this completed Evaluation directly with the student? Yes No

Would you be willing to serve as a Reference for this student? Yes Not at this time

Additional recommendations to assist the student's professional development: