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://fwcs.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 and receive a grade. 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
541-737-1091
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

Select	Organization (organizes self and tasks, manages time appropriately, uses information/resources effectively)
Select	Work quality (follows through, accurate, attends to details)
Select	Work quantity (performs tasks in timely manner, completes assignments)
Select	Personal effectiveness (fits into organization, safety-conscious, dresses appropriately)
Select	Commitment (spends the necessary time to finish a task, shows improvement, enthusiastic)
Select	Initiative (asks questions, makes suggestions, shares ideas, explores total job situation)

Leadership and team-building skills

Select	Displays foundational leadership skills such as integrity, honesty, accountability, focus, motivation to learn
Select	Promotes an inclusive environment that supports diverse backgrounds and views
Select	Works collaboratively on a team so team exceeds individual contributions
Select	Works effectively alone by making independent well-reasoned decisions
Select	Accepts constructive criticism by striving to understand and improve

Communication skills

Select	Has effective interpersonal communication skills; listens, considers and responds appropriately
Select	Able to effectively use diverse forms of communication (oral, written, visual, symbolic, media-based)
Select	Communicates ideas and technical information effectively in professional and informal formats
Select	Understands comments of nontechnical persons and able to explain science-based information
Select	Engages in constructive dialog with diverse publics

Observation, perception, critical thinking and problem-solving skills

Select	Observes and accurately records natural events
Select	Relates observations to basic ecological principles or concepts
Select	Recognizes scientific biases and assumptions
Select	Uses logic, reasoning and science to arrive at defensible conclusions
Select	Uses analysis and creativity to identify and define problems, examine options and select effective resolutions

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: