**Field Experience Credit Policy for Cooperative Education Internships**

(<https://www.ndsu.edu/aben/current-students/undergraduate/internships/>)

**Department of Agricultural and Biosystems Engineering**

**North Dakota State University**

The field experience (Cooperative Education Internship) program for majors in Agricultural and Biosystems Engineering (ABEN), Agricultural Systems Management (ASM), and Precision Agriculture (PAG) is intended to give students an opportunity to explore career interests while they are completing an undergraduate degree. The faculty members of the Agricultural and Biosystems Engineering Department recognize the value of these academically related work experiences. Academic credit for these programs can be awarded through the department (ABEN/ASM/PAG 496), or through the Cooperative Education program (ABEN/ASM/PAG 397), but not both. Salaries are usually earned for these work experiences.

**Guidelines**

1. Both 496 and 397 are internships, one credit requires 160 hours and maximum 3 credits can be earned per academic career.
   1. If sign up 397, student must sign up during the semester they take the internship.
   2. If sign up 496, student can sign up in the semester after the internship.
2. A maximum of three departmental credits (ABEN/ASM/PAG 496 or 397) for completion of Cooperative Education work experiences may be counted toward degree requirements. ABEN credits can be applied to the ABEN, engineering, or technical elective categories in the curricula. ASM credits can be applied to the program or free elective categories of the curriculum. The first PAG 496 internship is required for the program and the other two PAG 496 internship credits can be applied to the program elective of the curriculum.
3. Students are required to complete the following requirements in order to earn ABEN/ASM/PAG 496 course credits:

a. Meet with the course instructor prior to the start of the internship and set learning objectives for the internship, and also obtain permission to register for the internship credits. Students are encouraged to discuss learning objectives with their internship supervisor prior to starting the internship. See Appendix A.

c. Make a 15-minute presentation about your internship to the students and faculty at one of the student club meetings or freshmen classes or another venue set by the instructor towards the end of the semester of registration. Please see Appendix B of this document for the presentation guidelines and evaluation criteria.

b. Write a report and submit it to the course instructor before the end of the semester of registration. Please see Appendix C of this document for the report guidelines.

d. Complete the internship interview questions in Appendix D.

e. Complete the internship evaluations for Mid-Term Student Evaluation, Final Student Self-Evaluation, and Final Employer Evaluation in Appendix E.

6. Grading: The grading will be standard grade (A-F).

*Last Updated: 3/2/2023*

*Document location:*

*S:\Ag\_Bio\SHARED\ABEN Program Committee\ABEN Assessment\Internship Assessment*

**Appendix A Questions for the first meeting with the instructor**

During the first meeting with the instructor, the following questions should be asked. They are:

1. Internship:
   1. Name of the company:
   2. Location:
   3. Duration:
   4. Salary:
2. Job description:
   1. Title of the intern:
   2. Responsibilities:
   3. Ask for a copy of the job offer:
3. Three goals/objectives for the internship:
   1. ABEN educational goals:
      1. Improve your oral and written community skills;
      2. Apply engineering knowledge into practices and gain hands-on experience from the internship;
      3. Work safely;
      4. Work collaboratively and professionally;
      5. Incorporate innovation, critical thinking, and problem solving into professional engineering development, and help your internship company to improve their products/service with new critical ideas.
   2. Identify three: pick up minimal three.
4. Expectations:
   1. Register ABEN 496 for fall 2020;
   2. Share the three educational/learning objectives with your future internship supervisor;
   3. Try to write a weekly journal during your intern;
   4. Present your internship experience in ABEN 110 or ASABE meeting; and
   5. Prepare and submit a written report in the fall semester. Normally it is due the week before the dead week. I will remind you.

***Follow the university policies!***

***If there are anything happened during your internship, please notify the faculty advisor so that we can help you accordingly.***

The Internship Policy can be found: <https://www.ndsu.edu/aben/current-students/undergraduate/internships>

ABET student learning outcomes:

Educational Objective 1: Provide students with technical knowledge, design, and problem-solving skills that are foundational to their engineering careers by ensuring that graduates have ability to:

Educational Objective 2: Provide learning experiences that build interpersonal and collaborative skills and the capacity for productive careers by ensuring that graduates have:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. an ability to communicate effectively with a range of audiences
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies

***Follow the university policies!***

***If there are anything happened during your internship, please notify the faculty advisor so that we can help you accordingly.***

**Appendix B: Internship Presentation Guidelines**

Students will present their oral report to students in ABEN 110, or at an ABEN students’ club meeting, or at a similar setting during the semester they register for ABEN 496. You are encouraged to invite your advisor and your employer, if feasible, to your presentation. Dates and times will be determined at the beginning of the semester.

Students will prepare their presentation in PowerPoint presentation for about 12 minutes with 3 minutes for questions. You PowerPoint presentation should include:

**1. Title:** Internship title, your name, presentation date and location.

* 1. **2. Introduction:**

a. Your internship position

b. Company name and internship location

c. Internship dates

d. Describe how you secured your internship position

* 1. **3. Identify your employer, their business and history**
  2. a. Identify your supervisor and describe their responsibilities
  3. b. Your employer’s business, products, and a brief company history
  4. **4. Provide your job description, and any design components**

1. Describe the technical skills needed for the job
2. Describe the soft skills (i.e., observing, speaking, listening) needed for the job
3. Main tasks and duties performed on the internship
4. List which NDSU and ABEN courses were useful for the job
   1. **5. Describe your expectations and what you actually learned**
   2. a. Describe if the communication between you and your boss went well
   3. b. Describe skills learned and enjoyable experiences

c. Describe a situation or challenge you encountered and how you resolved it

* 1. **6. Describe professional benefits of internship**
  2. a. Has the internship affected your career goals (positively, negatively, change of direction, etc.)?

**7. Please conduct a grammar check and deliver your presentation in a confident way. Include pictures from your internship if allowed.**

\*Students are **required to submit an electronic copy of their presentation** to the internship instructor 3 days before the presentation date for posting and grading purpose.

\*\*Dress will be casual professional (slacks and shirt or skirt and blouse) or a uniform worn to work. In all cases, clothes should be clean and neat. **Casual professional does not include shorts, blue jeans, tee shirts,** flip tops, or **hats.**

**ABEN/ASM/PAG 496 or 397 Internship Presentation Evaluation**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presentation Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Excellent** | **Satisfactory** | **Needs Work** |
| **Organization** – Transitions, Intro/conclusion, time |  |  |  |
| **Contents** – Relevant and accurate information |  |  |  |
| **Verbal** – Volume, tone, pace, and word choice |  |  |  |
| **Appearance** – Professional and credible |  |  |  |
| **Visual Aids** – Effective, clear, professional, beneficial |  |  |  |
| **Soft skills –** Interacted with the audience, answered questions well |  |  |  |
| **Overall presentation** |  |  |  |
| **Comments:** | | | |

The ABET Student Outcome (3) for ABEN students: an ability to communicate effectively with a range of audiences.

**Appendix C: Internship Report Guideline**

**The written report should include the following major sections:**

**Title page:**

The title page needs to include the internship title, your name, and date, and class name.

**The first section should describe or include:**

1. The employing company/agency.

2. The position’s responsibilities.

3. A general description of the employing company/agency, including but not limited to, products produced or service provided, size, history, clients served, and organizational structure.

4. A description of specific job responsibilities.

**The second section of the report should discuss your learning experience and describe or include the following:**

1. A general description of new learning experiences during the work period.

2. Descriptions of responsibilities assumed, especially leadership responsibilities.

a) Any engineering/technical learning skills

3. An overall evaluation of the work experience.

4. An evaluation of the employing company/agency relative to the internship.

5. Subsections for each of the learning objectives.

a. Describe what was done to accomplish these objectives (include figures and tables if needed)

b. Describe how well these objectives were accomplished.

**The third section of the report should discuss the following:**

1. How your college classes helped you to fulfill your internship responsibilities.

2. Some pros and cons of internship you have faced.

3. How the ABEN program could have better prepared you for the experience.

4. How could you have better prepared for the position?

5. How can the internship experience benefit you in the future?

**Format of the report:**

The final report should be on 11 x 8 ½ paper, with 1” margin on all four sides. Use Times New Roman or Arial with 12–point font and double spacing for the main body of the report. Add page numbers on the report (no page number on the title page). Your report needs to be a minimum of 1,500 words. Proofread and conduct a grammar check for the report before you submit it.

**Due date:**

The report is due electronically via email attachment to the instructor on or before the Friday before ‘dead week' in the semester in which you sign up for the internship credit. Late submission not only prevents the instructor from reporting your grade to the Office of Registration and Records, but could also delay your graduation if it is the last semester of your curriculum.

**Appendix D: Internship Interview Questions**

Name: Click or tap here to enter text.  
Major: Choose an item.  
Academic Level: Choose an item.  
Internship Dates: Click or tap here to enter text.  
Internship Company: Click or tap here to enter text.  
Job Title: Click or tap here to enter text.  
Average Salary Per Hour: Click or tap here to enter text.

1. How did you find out about your internship?

Click or tap here to enter text.

1. Tell me about the interview process for your internship.

Click or tap here to enter text.

1. How did your academic program and coursework you have taken so far, prepare you for your internship?

Click or tap here to enter text.

1. How well did your internship prepare you for your future career goals?

Click or tap here to enter text.

1. Any suggestions for other students seeking internships?

Click or tap here to enter text.

1. Any additional information you would like to share?

Click or tap here to enter text.

**Appendix E: Internship Evaluations**

Midterm Student Evaluation

Start of Block: Student/Employer Information

**Midterm Student Evaluation | NDSU Internship Program**

Q1 First Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q2 Last Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q3 Student ID #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q4 Employer/Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q5 Supervisor Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q6 Supervisor Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q7 Job Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start of Block: Internship Information

Q8-10 Internship Site

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree (1) | Agree (2) | Neutral (3) | Disagree (4) | Strongly Disagree (5) | NA (6) |
| An orientation to the organization and site was provided (1) |  |  |  |  |  |  |
| Necessary job training was provided (2) |  |  |  |  |  |  |
| Appropriate resources and supplies to complete my job tasks are provided for me (3) |  |  |  |  |  |  |

Q11-15 Supervisor and Co-workers *(Disclosure will have NO adverse effect on your grade)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree (1) | Agree (2) | Neutral (3) | Disagree (4) | Strongly Disagree (5) | N/A (6) |
| A clear job description was provided, and my tasks are consistent with that description (1) |  |  |  |  |  |  |
| My supervisor/mentor is open and available for questions (2) |  |  |  |  |  |  |
| I am given constructive feedback on projects/work (3) |  |  |  |  |  |  |
| My work environment feels comfortable and conducive to learning (4) |  |  |  |  |  |  |
| I feel safe in my environment and with my coworkers (5) |  |  |  |  |  |  |

Start of Block: Experiential Learning Competencies

Q16-18 Inquiry & Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Ask pertinent and important questions (1) |  |  |  |  |  |
| Find and utilize appropriate resources (2) |  |  |  |  |  |
| Make sound conclusions and implications (3) |  |  |  |  |  |

Q19-21 Problem Solving and Critical/Creative Thinking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Explain problems and break them down into manageable pieces (1) |  |  |  |  |  |
| Develop ideas to solve problems or formulate new solutions (2) |  |  |  |  |  |
| Execute solutions or new creations and evaluate their outcomes (3) |  |  |  |  |  |

Q22-24 Oral Communication

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Listen to others in an active and attentive manner (1) |  |  |  |  |  |
| Communicate ideas clearly (2) |  |  |  |  |  |
| Participate effectively in meetings or group settings (3) |  |  |  |  |  |

Q25-27 Written Communication

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Read, comprehend, and follow written materials (1) |  |  |  |  |  |
| Communicate ideas clearly in writing (2) |  |  |  |  |  |
| Use writing appropriately for target audience and follow relevant writing conventions (3) |  |  |  |  |  |

Q28-29 Quantitative Literacy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Explained information using mathematical forms using appropriate technology (1) |  |  |  |  |  |
| Converted information into mathematical forms (e.g., charts, tables, ratios) (2) |  |  |  |  |  |

Q30-33 Professionalism and Work Habits

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Reported to work as scheduled and on-time (1) |  |  |  |  |  |
| Worked within appropriate authority and decision-making channels (2) |  |  |  |  |  |
| Demonstrated ability to follow, establish, and achieve (3) |  |  |  |  |  |
| Displayed professional behavior, attitude, dress, and appearance (4) |  |  |  |  |  |

Q34-37 Character

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent (1) | Good (2) | Fair (3) | Poor (4) | N/A (5) |
| Brought a sense of values and integrity to the job (1) |  |  |  |  |  |
| Behaved in an ethical manner (2) |  |  |  |  |  |
| Exhibited self-motivated approach to work (3) |  |  |  |  |  |
| Respected diversity (religious/cultural/ethnic/other attributes) of co-workers (4) |  |  |  |  |  |

Start of Block: Learning Experience

Q38 Has your classroom experience adequately prepared you for your real-world experience? How so? Or, what would you change?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Q39 General Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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End of Evaluation

**Final Student Evaluation (of the internship)**

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Poor:** Never demonstrates this ability
2. **Fair:** Sometimes demonstrates this ability
3. **Good:** Usually demonstrates this ability
4. **Excellent:** Always demonstrates this ability

**A. Inquiry & Analysis**

1. Asked pertinent and important questions 1 2 3 4 NA
2. Found and utilized appropriate resources 1 2 3 4 NA
3. Made sound conclusions and implications 1 2 3 4 NA

**B. Problem Solving and Critical/Creative Thinking**

1. Explained problems and broke them down into manageable pieces 1 2 3 4 NA
2. Developed ideas to solve problems or formulated new solutions 1 2 3 4 NA
3. Executed solutions or new creations and evaluated their outcomes 1 2 3 4 NA

**C. Oral Communication**

1. Listened to others in an active and attentive manner 1 2 3 4 NA
2. Communicated ideas clearly 1 2 3 4 NA
3. Participated effectively in meetings or group settings 1 2 3 4 NA

**D. Written Communication**

1. Read, comprehended, and followed written materials 1 2 3 4 NA
2. Communicated ideas clearly in writing 1 2 3 4 NA
3. Used writing appropriately for target audience and followed relevant writing conventions 1 2 3 4 NA

**E. Teamwork**

1. Supported organization’s mission and goals 1 2 3 4 NA
2. Fit in with norms and expectations of organization and department 1 2 3 4 NA
3. Contributed to a healthy team atmosphere 1 2 3 4 NA
4. Addressed conflict and/or constructive criticism in a positive manner 1 2 3 4 NA

**F. Quantitative Literacy**

1. Used appropriate methods and technology to solve problems or present knowledge 1 2 3 4 NA
2. Converted information into mathematical forms (e.g., charts, tables, ratios) 1 2 3 4 NA

**G. Professionalism and Work Habits**

1. Reported to work as scheduled and on-time 1 2 3 4 NA
2. Worked within appropriate authority and decision-making channels 1 2 3 4 NA
3. Demonstrated ability to follow, establish, and achieve priorities 1 2 3 4 NA
4. Displayed professional behavior, attitude, dress, and appearance 1 2 3 4 NA

**H. Character**

1. Brought a sense of values and integrity to the job 1 2 3 4 NA
2. Behaved in an ethical manner 1 2 3 4 NA
3. Exhibited self-motivated approach to work 1 2 3 4 NA
4. Respected diversity (religious/cultural/ethnic/gender/other attributes) of co-workers 1 2 3 4 NA

**I. What was the biggest take away, lesson learned or skill gained from your internship experience?**

|  |
| --- |
|  |

**J. Did you feel prepared for your internship experience? Why or why not?**

|  |
| --- |
|  |

**K. Did this experience alter your academic or career goals? How will you apply what you learned to future experiences?**

|  |
| --- |
|  |

**L. Would you work for this supervisor again?** Yes No

**M. Would you work for this organization again?** Yes No

**N. Would you recommend this organization to other students? Why or why not?**

|  |
| --- |
|  |

**O. As a result of this internship, please select the option that best aligns with your situation:**

* I was offered a full-time position.
* I was offered to extend my internship or participate in a future internship with the company.
* I may work for this company in the future but plan to explore my options.
* I do not plan to work for this company again – I plan to seek out other opportunities.
* I do not plan to work for this company again – I did not care for my experience.
* This was my place of employment prior to this semester, and I plan to continue my current position.

**Employer Final Evaluation of Intern**

Site Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Poor:** Never demonstrates this ability
2. **Fair:** Sometimes demonstrates this ability
3. **Good:** Usually demonstrates this ability
4. **Excellent:** Always demonstrates this ability

**A. Inquiry & Analysis**

1. Asked pertinent and important questions 1 2 3 4 NA
2. Found and utilized appropriate resources 1 2 3 4 NA
3. Made sound conclusions and implications 1 2 3 4 NA

**B. Problem Solving and Critical/Creative Thinking**

1. Explained problems and broke them down into manageable pieces 1 2 3 4 NA
2. Developed ideas to solve problems, or formulated new solutions 1 2 3 4 NA
3. Executed solutions or new creations and evaluated their outcomes 1 2 3 4 NA

**C. Oral Communication**

1. Listened to others in an active and attentive manner 1 2 3 4 NA
2. Communicated ideas clearly 1 2 3 4 NA
3. Participated effectively in meetings or group settings 1 2 3 4 NA

**D. Written Communication**

1. Read, comprehended, and followed written materials 1 2 3 4 NA
2. Communicated ideas clearly in writing 1 2 3 4 NA
3. Used writing appropriately for target audience and followed relevant writing conventions 1 2 3 4 NA

**E. Teamwork**

1. Supported organization’s mission and goals 1 2 3 4 NA
2. Fit in with norms and expectations of the organization and department 1 2 3 4 NA
3. Contributed to a healthy team atmosphere 1 2 3 4 NA
4. Addressed conflict and/or constructive criticism in a positive manner 1 2 3 4 NA

**F. Quantitative Literacy**

1. Used appropriate methods and technology to solve problems or present knowledge 1 2 3 4 NA
2. Converted information into mathematical forms (e.g., charts, tables, ratios) 1 2 3 4 NA

**G. Professionalism and Work Habits**

1. Reported to work as scheduled and on-time 1 2 3 4 NA
2. Worked within appropriate authority and decision-making channels 1 2 3 4 NA
3. Demonstrated ability to follow, establish, and achieve priorities 1 2 3 4 NA
4. Displayed professional behavior, attitude, dress, and appearance 1 2 3 4 NA

**H. Character**

1. Brought a sense of value and integrity to the job 1 2 3 4 NA
2. Behaved in an ethical manner 1 2 3 4 NA
3. Exhibited self-motivated approach to work 1 2 3 4 NA
4. Respected diversity (religious/cultural/ethnic/gender/other attributes) of co-workers 1 2 3 4 NA

**I. Overall Performance**

1. Overall rating of this intern 1 2 3 4

**J. Overall, the student provided value to the company/organization**. Yes No

**K. What are the student's strengths?**

|  |
| --- |
|  |
|  |

**L. What are the student’s areas of improvement?**

|  |
| --- |
|  |
|  |

**M. What are areas that NDSU can focus on to improve quality of student interns:**

|  |
| --- |
|  |
|  |

**N. Additional Comments** (optional)

|  |
| --- |
|  |
|  |

**O. This evaluation has been discussed with the student:** Yes No

**P. Does your organization pay the cost of students' internship credits?** Yes No