

IUPUI Sample Internship Goals & Objectives Form

This form must be completed and signed by the Student, Supervisor, and Faculty Mentor, at the start of the internship. These goals and objectives become the basis by which the student and Supervisor develop the specific details of the internship experience.

Role	Name	Phone	Email
Student			
Supervisor			
Faculty Mentor			

Project Start Date:	
Project End Date:	

Statement of Professional Decorum

In addition to the responsibilities, duties, and goals listed below, the student agrees to:

- Be in regular attendance and on time to assignments
- Notify his/her Supervisor(s) when absences from work are anticipated
- Notify the Faculty Mentor and Supervisor(s) should problems or concerns arise regarding work assignment or work conflict
- Abide by any regulations, practices and procedures of the Internship Program
- Abide by the IUPUI Student Code of Conduct at all times (<http://www.iupui.edu/code/>)
- Participate in activities designed to increase his/her knowledge
- Show initiative and interest by asking questions

What are the duties and responsibilities of the intern?	
What are the goals for the experience?	
What are the specific skills and competencies that will be achieved or improved during the experience?	
How will the goals, skills, and competencies be achieved?	

Role	Signature	Date
Student		
Supervisor		
Faculty Mentor		

IUPUI Sample Final Intern Evaluation Form

Supervisors are expected to provide the intern with an official evaluation of the internship experience. The evaluation should be completed during the midpoint of the internship, and then again during last two weeks of the internship experience. This form must be signed by the Student, Supervisor, and Faculty Mentor.

Role	Name	Phone	Email
Student			
Supervisor			
Faculty Mentor			

Project Start Date:	
Project End Date:	

Please evaluate the intern's performance using the following scale:
4=Excellent, 3=Good, 2=Average, 1=Needs Improvement, 0=Unable to Evaluate

Trait	Score	Comments
Written Communication Skills		
Oral Communication Skills		
Knowledge of the organization		
Willingness to take on new tasks		
Desire to learn		
Ability to learn and apply new concepts		
Ability to work independently		
Ability to work as a team member		
Leadership ability		
Professional demeanor		
Professional attire		
Reported to work on time		
Completed tasks on time		
Overall Evaluation		

Additional Comments, including areas of strength and areas for improvement:

Role	Signature	Date
Student		
Supervisor		
Faculty Mentor		