Mentor Name ________________________________

Title ________________________________

Host Organization _____________________

E-mail ________________________________

Intern Name ________________________________

Date ____________________ Semester: ________ Midpoint or Final (circle)

Please rate your intern on a scale of 1 - 5. (5=outstanding, 4=very good, 3=satisfactory, 2=bellow average, 1=unacceptable, NA=not applicable.)

**Site Objectives:**

The intern achieved his/her internship objectives.  1  2  3  4  5  NA

Comment:_____________________________________________________________  
_______________________________________________________________________  
_______________________________________________________________________  
_______________________________________________________________________

**Site Experience:**

The intern is informed about the institution’s/department’s policies in order to get a global view of the organization.  1  2  3  4  5  NA

The intern contributes to the maintenance of an atmosphere conducive to achieving the mission of the organization.  1  2  3  4  5  NA

The intern participates in the organization/department meetings/activities where appropriate.  1  2  3  4  5  NA

The intern contributes by product or service to the organization’s customers.  1  2  3  4  5  NA
**Professional Competencies:**

PLEASE RATE THE INTERN’S ABILITIES IN THE FOLLOWING AREAS AS APPROPRIATE FOR THE CONTENT OF THIS INTERNSHIP:

- Create, select, or acquire information resources: 1 2 3 4 5 NA
- Organize and/or describe information resources: 1 2 3 4 5 NA
- Manage and/or preserve information resources: 1 2 3 4 5 NA
- Retrieve and disseminate information: 1 2 3 4 5 NA

PLEASE RATE HOW WELL THE INTERN MEETS THE FOLLOWING COMPETENCIES AS APPROPRIATE FOR THE CONTENT OF THIS INTERNSHIP.

- Demonstrates a sense of professional identity by applying the concepts and principles of library and information sciences and related disciplines: 1 2 3 4 5 NA
- Knows the history of the information professions and understands the changing roles of information professionals in a global environment: 1 2 3 4 5 NA
- Can assess information needs of diverse and underserved populations and provide resources and instruction to meet those needs: 1 2 3 4 5 NA
- Recognizes the crucial role of users in the development and delivery of user-centered information systems and services: 1 2 3 4 5 NA
- Can formulate, interpret, and/or implement information policy, including issues of privacy, equity, intellectual property, and intellectual freedom: 1 2 3 4 5 NA
- Promotes and demonstrates the use of ethical standards in the creation, management, and use of information: 1 2 3 4 5 NA
- Can conduct and apply research to develop, maintain, and evaluate information content and assess information services: 1 2 3 4 5 NA
- Understands, implements and/or uses appropriate technologies in the delivery of information content and services: 1 2 3 4 5 NA
- Applies management principles to the creation, administration, and promotion of information organizations and systems: 1 2 3 4 5 NA
- Understands the information environment and builds collaborative relationships to strengthen library and information services and literacy: 1 2 3 4 5 NA
Personal qualities:

The intern works independently and asks for direction when needed. 1 2 3 4 5 NA
The intern shows initiative and creativity in work responsibilities. 1 2 3 4 5 NA
The intern is dependable and punctual. 1 2 3 4 5 NA
The intern is thorough and completes work in a timely manner. 1 2 3 4 5 NA
The intern demonstrates sound judgment. 1 2 3 4 5 NA

Overall Evaluation:

Please assign your intern an overall evaluation. 1 2 3 4 5

Comments including strengths and weaknesses:

_______________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature (Mentor) ______________________________

I have read and discussed this evaluation with my mentor.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature (Intern) ______________________________