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=below 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

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.

Knows the history of the information professions and understands the changing roles of information professionals in a global environment.

Can assess information needs of diverse and underserved populations and provide resources and instruction to meet those needs.

Recognizes the crucial role of users in the development and delivery of user-centered information systems and services.

Can formulate, interpret, and/or implement information policy, including issues of privacy, equity, intellectual property, and intellectual freedom.

Promotes and demonstrates the use of ethical standards in the creation, management, and use of information.

Can conduct and apply research to develop, maintain, and evaluate information content and assess information services.

Understands, implements and/or uses appropriate technologies in the delivery of information content and services.

Applies management principles to the creation, administration, and promotion of information organizations and systems.

Understands the information environment and builds collaborative relationships to strengthen library and information services and literacy.
Personal qualities:

The intern works independently and asks for direction when needed.

The intern shows initiative and creativity in work responsibilities.

The intern is dependable and punctual.

The intern is thorough and completes work in a timely manner.

The intern demonstrates sound judgment.

Overall Evaluation:
Please assign your intern an overall evaluation.
Comments including strengths and weaknesses:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature (Mentor)_________________________________

I have read and discussed this evaluation with my mentor.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature (Intern)__________________________________