Results of internship evaluations are provided below along with the AoL committees recommendation.

**Internship Evaluation Summary**

**Fall 2015**

Directions: for each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale: 1= Unsatisfactory, 2 = Needs Improvement, 3 = Expected Performance, 4 = Exceeds Expectations, 5 = Exceptional

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<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>% ≥ 3</th>
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<tr>
<td>Problem Solving</td>
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<td>Written Communications</td>
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</tbody>
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Scoring:
1 & 2 = Unacceptable (Fails to meet expectations)
3 = Acceptable (Meets expectations)
4 & 5 = Exemplary (Exceeds expectations)

AoL committee comments:

Three students completed internships in fall 2015. External internship supervisors indicated that all students met or exceeded expectations in measured categories.

No curriculum interventions are recommended at this time.

Signed Chair AoL Committee 2/10/2016
I have read the results and (concur) (do not concur) with the AoL committee recommendation.

Dean of Instruction comments:
SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
JOHN MASSEY SCHOOL OF BUSINESS

INTERN EVALUATION FORM

Date 11-23-15
Student's Name Guillermo Hauser
Employer/Company Name OK.BOC
Student Intern's Position Student Worker, Financial
Evaluator's Signature

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

- Exceptional = 5
- Exceeds Expectations = 4
- Expected Performance = 3
- Needs Improvement = 2
- Unsatisfactory = 1
- Not applicable = n/a

PERFORMANCE MEASURES

JOB KNOWLEDGE

- Requires minimal supervision
- Competent in required skills and knowledge
- Exhibits ability to learn and apply new skills
- Displays understanding of how job relates to other jobs
- Uses resources effectively and efficiently

RATING

5

QUALITY OF WORK

- Demonstrates accuracy and thoroughness consistently
- Tries different methods to improve quality
- Monitors own work to ensure quality
- Exhibits good judgment

RATING

5

QUANTITY OF WORK

- Completes work in a timely manner
- Meets established deadlines
- Strives to increase productivity
- Achieves established goals
- Works in an organized manner

RATING

5
PROBLEM SOLVING
Identifies problems in a timely manner
Gathers and analyzes information skillfully
Develops recommendations and implements solutions
Effective in group problem-solving situations

DEPENDABILITY
Responds to requests for assistance
Follows instructions and directions from supervisor
Takes responsibility for own actions
Meets attendance and punctuality guidelines

INITIATIVE
Volunteers readily
Initiates self-development activities
Seeks additional responsibilities

INTERPERSONAL SKILLS
Establishes and maintains effective work relationships
Exhibits tact
Displays positive outlook and manner
Offers assistance and support to co-workers
Cooperates with co-workers and management
Effectively resolves conflict
Open to new ideas and change

VERBAL COMMUNICATION
Effectively listens to others
Demonstrates group presentations skills
Effectively communicates with others

WRITTEN COMMUNICATION
Writes clearly and informatively
Effectively edits written communication for spelling and grammar
Presents information/data effectively in writing

Other important points for evaluation:
Excellent attitude, commitment to tasks, interaction with staff
Very positive, very creative in advising sessions with clients
Good listener to understand problems/issues, completes research

Revision 2/2015

Revised 4/15
INTERN EVALUATION FORM

Date: 12/2/15
Student’s Name: Danielle Sicking
Employer/Company Name: First United Bank & Trust
Student Intern’s Position: Accounting Clerk
Evaluator’s Signature: [Signature]

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

Exceptional = 5
Exceeds Expectations = 4
Expected Performance = 3
Needs Improvement = 2
Unsatisfactory = 1
Not applicable = n/a

PERFORMANCE MEASURES

JOB KNOWLEDGE

Requires minimal supervision
Competent in required skills and knowledge
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QUALITY OF WORK

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RATING

[Handwritten ratings]
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Other important points for evaluation:

Revision 2/2015

Revised 4/15
SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
JOHN MASSEY SCHOOL OF BUSINESS

INTERN EVALUATION FORM

Date: 11/20/15
Student's Name: Angela L. Boo (Maider Name: Name of Record: 15 elements)
Employer/Company Name: McClenahan and Holmes LLP
Student Intern's Position: Intern
Evaluator’s Signature: [Signature]

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

| Exceptional | 5 |
| Exceeds Expectations | 4 |
| Expected Performance | 3 |
| Needs Improvement | 2 |
| Unsatisfactory | 1 |
| Not applicable | n/a |

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Revised 4/15
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Revision 2/2015