

FORM 7
IDT 620 On-site Mentor Final Assessment Report of Intern
Instructional Design and Technology Program
Western Illinois University

Name of Intern: _____

Internship Location: _____

Name of Mentor: _____

Date: _____

Please assess the intern in the areas below:

1 = Strongly Agree ; 2 = Agree; 3 = Undecided ; 4 = Disagree; 5 = Strongly Disagree

- | | | | | | |
|--|---|---|---|---|---|
| 1. Adheres to rules, regulations, aims, and ideals of your organization. | 1 | 2 | 3 | 4 | 5 |
| 2. Arrives for work on time every day. | 1 | 2 | 3 | 4 | 5 |
| 3. Does better than average work. | 1 | 2 | 3 | 4 | 5 |
| 4. Can be relied upon to use good judgment when facing new situations. | 1 | 2 | 3 | 4 | 5 |
| 5. Displays enthusiasm toward learning and work tasks. | 1 | 2 | 3 | 4 | 5 |
| 6. Seeks feedback and takes criticism well. | 1 | 2 | 3 | 4 | 5 |
| 7. Employs effective leadership skills. | 1 | 2 | 3 | 4 | 5 |
| 8. Appears eager to contribute to the organization. | 1 | 2 | 3 | 4 | 5 |
| 9. Analyzes and completes assignments with minimal help. | 1 | 2 | 3 | 4 | 5 |
| 10. Consistently does exceptionally fine work. | 1 | 2 | 3 | 4 | 5 |
| 11. Self-starter; anxious to tackle challenging assignments. | 1 | 2 | 3 | 4 | 5 |
| 12. Is respected by others; is cooperative and friendly. | 1 | 2 | 3 | 4 | 5 |
| 13. Makes practical suggestions where appropriate. | 1 | 2 | 3 | 4 | 5 |
| 14. Shows an interest in your organization. | 1 | 2 | 3 | 4 | 5 |
| 15. Plans and organizes well. | 1 | 2 | 3 | 4 | 5 |
| 16. Takes pride in her/his work and the internship. | 1 | 2 | 3 | 4 | 5 |

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|---|-----------|
| 17. Achieved all objectives stated in the Internship Statement. | 1 2 3 4 5 |
| 18. Other. | 1 2 3 4 5 |
| 19. Other. | 1 2 3 4 5 |
| 20. Other. | 1 2 3 4 5 |

Comments:

Intern's overall strengths and weaknesses.

How were matters of concern at the midterm, if any, resolved by the end of the internship?

Would you like to recommend that the student pursue any particular areas for further study to be effective or more marketable in the future?

On-Site Mentor's Signature _____ Date _____

Thank you for the time you have taken to guide the intern.
Please forward this valuable input to the intern's faculty advisor.