

Dr. William E. Winner
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Jordan Hall 2231
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Dear _____,

Thank you for agreeing to work with one of our ES students. We hope the internship will be beneficial for both your organization and the student. Because students are receiving academic credit for this internship, I ask for your cooperation with the following policies.

1. Students must work at least 50 hours to receive 1 credit hour, with a maximum of 3 credit hours, or 150 hours worked.
2. Students may do any kind of work that is useful for your organization, but they are required to complete at least one professional project indicating that they have learned or developed a specific skill related to Environmental Science.
3. Please provide me with an informal, midterm evaluation of the student's work to ensure adequate progress.
4. Please mail, or email me the attached three page evaluation by _____; this evaluation may be shared with the student. You can mail it to William E. Winner, Box 8008, Environmental Sciences Academic Program, North Carolina State University, Raleigh NC 27695-8008, or email it to me at wewinner@ncsu.edu.

Please contact me if you have any questions regarding the student or the program. Again, thank you for your help in teaching our students to become professionals.

William E. Winner, Ph. D.
Professor, Dept. of Forestry and Env. Res.
Coordinator, Env. Sci. & Natural Res. Programs
Coordinator, University Energy Council
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Attachment: 3-page internship evaluation form

FINAL STUDENT INTERN PERFORMANCE APPRAISAL

Intern's Name _____

Agency/Organization _____

Main duties as part of internship _____

Credit Hours proposed: _____

Internship Supervisor _____

Supervisor Title _____

Phone Number _____ Address _____

Email _____

Please evaluate the intern by giving an objective assessment of his/her performance on the job. Discuss the evaluation with the intern and send a copy of the evaluation to the University supervisor- William E. Winner, Environmental Sciences Academic Program, Box 8008, NC State University, Raleigh, 27695-8008. Questions? Phone (919) 515-5780.

Using the rating scale below rate the interns on each applicable item to your agency/organization's program and the assignments given to the intern. Ratings should reflect your overall impression. Be as accurate and objective as possible since this completed form will become part of the student's record.

Complete this review, using the following scale: **1 = Needs Work (Unsatisfactory)**

2 = Gets By (Marginal)

3 = Meets Requirements

4 = Exceeds Requirements

5 = Exceptional

PERSONAL QUALIFICATIONS

	5	4	3	2	1
Appearance: Grooming and dress are neat and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm and Energy: Ample energy for demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversational Ability: Pleasing voice, easily understood, appropriate vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability: Poised, calm, handles the unexpected with ease, can work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility and Dependability: Reliable and on time, accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Resourcefulness: Seeks out opportunities to make a contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations: Friendly, sincere and respectful, uses tact, liked by other employees, effective in social situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Towards Constructive Criticism: Welcomes suggestions, solicits help, makes efforts to improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desire to Learn: Shows interest in job assignments, demonstrating desire to learn as much as possible about the operations and functions of the agency/organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness: Demonstrates willingness to help others get the job done, adaptability to team efforts, promotes common interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility: Ability to juggle several projects/assignments simultaneously, copes with diversity and complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativeness/Innovativeness: Ability to generate original ideas or solutions or to borrow from and/or modify available resources in order to meet the requirements of a given situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment: Makes good, deliberate decisions after considering both sides of an issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL COMPETENCIES

	5	4	3	2	1
Ability to Analyze Problems: Anticipates problems, analyzes and selects appropriate solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing: Plans and organizes assignments needing only occasional direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills: Ability to write memos, letters, and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations: Greets people in a friendly, courteous manner, creates a favorable impression on the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Preparation: Possesses the basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities, appears sufficiently competent and adequately prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Capable of planning, organizing, and directing the work or activities of others in a manner to produce satisfactory results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precision and Detail: Pays attention to detail, follows through on assignments, is thorough and accurate, demonstrates standards of excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conduct: Observes organizational policies, procedures, rules, and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the intern made progress toward the goals established and agreed upon as stated in the Internship Proposal? Yes No

What advice do you have for the intern for improving his/her performance?

Internship Supervisor: _____

Student Intern:

ES 496 INTERNSHIP:

INTERNSHIP PROPOSAL

1. Contacts:

Student: _____

Intern Host: _____

ES Advisor: _____

2. Location of Internship Experience: _____

3. Semester Date and Academic Credits Sought: _____

4. Internship Schedule of Work: _____

5. Intern's Activities and Work Products: _____

6. Expected Learning Outcomes: _____

7. Internship Host Commitments: The Intern Host acknowledges the requirement to meet at mid-term with the Intern to evaluate progress towards products and learning objectives. The Intern Host acknowledges the requirement to meet at term end with the Intern to evaluate the final products and progress with learning objectives. The Intern Host acknowledges the responsibility for submitting written mid-term and final evaluations, along with a grade recommendation, to the ES Advisor.

8. ES Academic Advisor Commitments: The ES Academic Advisor acknowledges the requirement to be available to the Intern throughout the internship activity. The ES Advisor acknowledges the requirement to request delinquent mid-term or end of term evaluations, and to submit the grade for the work in a timely fashion.

9. ES Student Commitments: The ES Student acknowledges responsibility for professional conduct at the host institution. The student recognizes responsibility for performing assignments specified in this proposal, and that failure to do so can result in an Unsatisfactory grade, or terminating the Internship activity resulting in no credits. The student acknowledges responsibility for effectively communicating with the ES Advisor and with the Internship Host throughout the work period.

The student acknowledges that participation in the Internship activity is elected and not required. The student assumes full responsibility for any risk, damage, loss, or personal injury that may be sustained from the internship activity.

10. Last day to drop classes in the semester:

11. Signatures:

Student: _____

ES Advisor: _____

Internship Host: _____