

## 8.2 Student Self-Evaluation

American University | Washington Semester Program | Washington, DC

### Student Self-Evaluation of Internship Performance for Career Readiness

Completed by students at the start, midterm, and end of semester for self-reflection about career readiness.

Below are 8 NACE career competencies.<sup>1</sup> Select the choice that best matches your abilities in the given areas. Respond honestly to maximize the accuracy of your career development in the beginning, middle, and end of the semester.

NOTE: This is a copy of the online evaluation form managed in a content management system. Email prompts provide direction and request evaluation responses.

Student \_\_\_\_\_

Employer name \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Supervisor email \_\_\_\_\_

Approximate hours interned to date: \_\_\_\_\_

#### 1. Critical Thinking & Problem Solving \*

I exercise sound reasoning to analyze issues, make decisions, and overcome problems. I am able to obtain, interpret, and use knowledge, facts, and data in a process, and I can demonstrate originality and inventiveness.

- |                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments \_\_\_\_\_

#### 2. Oral & Written Communications \*

I articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. I have public speaking skills; am able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments \_\_\_\_\_

#### 3. Teamwork & Collaboration \*

I build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. I am able to work within a team structure, and can negotiate and manage conflict.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments \_\_\_\_\_

#### 4. Digital Technology \*

I leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. I demonstrate effective adaptability to new and emerging technologies.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments \_\_\_\_\_

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<sup>1</sup> National Association of Colleges and Employers (n.d.). Career readiness defined. Retrieved from [www.nacweb.org/career-readiness/competencies/career-readiness-defined/](http://www.nacweb.org/career-readiness/competencies/career-readiness-defined/).

**5. Leadership \***

I leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. I am able to assess and manage my emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

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**6. Professionalism & Work Ethic \***

I demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. I demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and am able to learn from my mistakes.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

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**7. Career Management \***

I am able to identify and articulate my skills, strengths, knowledge, and experiences relevant to the position and career goals, and identify areas necessary for professional growth. I am able to navigate and explore jobs options, can take and understand the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

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**8. Global & Intercultural Fluency \***

I value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. I demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure            | 2. Poor               | 3. Average            | 4. Good               | 5. Excellent          | n/a                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

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Positive Feedback: \* Out of the eight competencies listed above, describe your strongest ones. How have you put them to use?

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Constructive Feedback: \* Out of the eight competencies listed above, describe the ones in need of improvement. How are you addressing them?

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Optional attachment(s) to provide more details on assignments.

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**How to cite this resource:** Lowenthal, Diane and Jeffrey Sosland. 2021. "Supplemental Internship Resource: Student Self-Evaluation," in *Political Science Internships: Towards Best Practices* eds. Renée B. Van Vechten, Bobbi Gentry, and John C. Berg. Washington, DC: American Political Science Association.