

BUS ASSOC. OF APPLIED SCIENCE INTERNSHIP COMPETENCY EVALUATION

Student Name: _____

Semester: _____

Competency List	Start of Semester	End of Internship Evaluation
<i>Note: Although an intern is normally not able to apply all competencies during the internship, it is expected that many, if not most, of the competencies listed below will be successfully demonstrated during the internship. If at any time you have questions or concerns, please call Kitt Finlinson at 801-524-8165 or email kfinline@ldsbc.edu.</i>	Not Applicable to Internship (NA)	Circle a number from 0 to 10 (0=not applied; 5=poor; 7=average; 10=excellent)
1) Demonstrate professionalism in appearance, work ethics, and actions		
1.1 Prioritize and complete duties / assignments by deadlines.		0 - 5 6 7 8 9 10
1.2 Develop the ability to adapt and adjust schedule when necessary.		0 - 5 6 7 8 9 10
1.3 Represent company well by greeting customers, answering telephones, and working effectively with coworkers as required by performance of duties		0 - 5 6 7 8 9 10
1.4 Maintain personal and company integrity, ethics, and confidentiality.		0 - 5 6 7 8 9 10
1.5 Recognize the effects of personal attitude on organizational effectiveness.		0 - 5 6 7 8 9 10
2) Communicate and listen effectively—both verbally and in writing		
2.1 Understand the basics of effective communication.		0 - 5 6 7 8 9 10
2.2 Develop written communication skill using acceptable formats.		0 - 5 6 7 8 9 10
2.3 Develop etiquette and customer-service techniques.		0 - 5 6 7 8 9 10
2.4 Demonstrate interpersonal communications skills through collaborative projects / assignments with other employees.		0 - 5 6 7 8 9 10
2.5 Demonstrate effective listening skills.		0 - 5 6 7 8 9 10
3) Practice professional marketing techniques		
3.1 Identify and review the company's current target markets.		0 - 5 6 7 8 9 10
3.2 Determine company's method for establishing target markets.		0 - 5 6 7 8 9 10
3.3 Determine company's e-commerce marketing efforts, if any.		0 - 5 6 7 8 9 10
3.4 Identify the various forms of advertng / marketing used by company.		0 - 5 6 7 8 9 10
4) Practice professional sales and customer relations techniques		
4.1 Identify company's methods of dealing with customers.		0 - 5 6 7 8 9 10
4.2 Determine if company uses outside salespersons and how they are compensated.		0 - 5 6 7 8 9 10
4.3 Review company's methods / philosophies for dealing with customers.		0 - 5 6 7 8 9 10
5) Observe company's management practices and common business tools used		
5.1 Determine the necessity and use of technology by the company		0 - 5 6 7 8 9 10
5.2 Determine the frequency of preparation and use of financial statements		0 - 5 6 7 8 9 10
5.3 Observe the methods of strategic planning used by the company		0 - 5 6 7 8 9 10
5.4 Determine the extent of the use of budgets for planning purposes		0 - 5 6 7 8 9 10
5.5 Observe the interaction between employees and management for strengths and possible weaknesses		0 - 5 6 7 8 9 10
5.6 Determine methods used for employee evaluation and / or promotion		
5.7 Determine different employee benefits used to attract and retain employees		

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Start of Semester Approval of Competencies to be Demonstrated During Internship: (Intern is required to return original copy of all pages to Internship Advisor for final approval before end of second week)	
Student Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Internship Advisor Signature: _____	Date: _____

End of Semester Competency Evaluation Signatures: (Rank All Competencies except those marked as NA and return by April 28)	
Student Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____