

STUDENT EXPERIENTIAL ASSESSMENT FORM  
 21<sup>st</sup> Century Skills and ePortfolio  
 Cellt.org

Student: \_\_\_\_\_ Organization: \_\_\_\_\_

You are about to spend about 20 minutes answering questions about your own knowledge, skills and abilities related to your internship or experiential site. Be honest with yourself. Think about who you are and how you're doing at your site. Reflect on the skills you have and those that you would like to improve. If any of the questions don't apply to your site or internship experience, please leave the response blank. Thank you for your honest and thoughtful answers to the questions. Respond to each question below where Not at all like me is a 1 and A lot like me is a 5.

**Self Knowledge**

	Not at all like me	1	2	3	4	5	A lot like me
<b>1.1 Self Direction</b>							
a. I show motivation at my internship; I look for tasks that need to be done	1	2	3	4	5		
b. I report to my internship as scheduled and on-time	1	2	3	4	5		
c. I stay focused on the task at hand and complete tasks in a timely manner; I can manage time, tasks, and resources	1	2	3	4	5		
<b>1.2 Dress and Appearance</b>							
a. I dress appropriately for my internship	1	2	3	4	5		
b. When I go to my internship, my hair and clothes are neat and orderly	1	2	3	4	5		
c. I always come to my internship showered and clean	1	2	3	4	5		
<b>1.3 Goal Setting</b>							
a. I set reasonable and specific short-term goals for myself in my experiential work	1	2	3	4	5		
b. I am willing to reassess my goals and redirect them if needed	1	2	3	4	5		
c. I maintain attention and focus to accomplish my goals	1	2	3	4	5		
<b>1.4 Self-Awareness</b>							
a. I am able to identify my own abilities, talents, and interests	1	2	3	4	5		
b. I can assess how I am doing in my experiential work; my evaluation myself often matches that of my mentor and my advisor	1	2	3	4	5		
c. I understand and can identify my own feelings	1	2	3	4	5		
<b>1.5 Character Attributes</b>							
a. I show integrity at my internship by working in the same way whether or not my mentor is watching; I present myself as being genuine, honest, and trustworthy	1	2	3	4	5		
b. I make choices and act in ways that are ethically and morally right	1	2	3	4	5		
c. I talk with and treat everyone the same even if they have a different ethnic or Religious background than me	1	2	3	4	5		

**1.6 What comments do you have about your self-direction, appearance, goal setting, self awareness, character or other aspects of self knowledge?**

## Collaboration and Community

### 2.1. Interpersonal & Teamwork Skills

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. I work to resolve conflict in a peaceful, tactful manner; I do not avoid the person I have issues with or show aggression when dealing with that person | 1 | 2 | 3 | 4 | 5 |
| b. I encourage teamwork at my site   | 1 | 2 | 3 | 4 | 5 |
| c. I share my thoughts and ideas in a tactful way; when I have a problem, I talk to my advisor or my mentor about it                                       | 1 | 2 | 3 | 4 | 5 |
| d. I understand and can identify other people's feelings   | 1 | 2 | 3 | 4 | 5 |
| e. I allow myself to express personal feelings of caring, respect, and support for others  | 1 | 2 | 3 | 4 | 5 |

### 2.2. Organizational Effectiveness Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. I try to understand and support the mission and purpose of my internship's organization                            | 1 | 2 | 3 | 4 | 5 |
| b. When I have a question or concern, I talk with my mentor about it rather than talking about it with only coworkers | 1 | 2 | 3 | 4 | 5 |
| c. I can take a leadership role by following rules and contributing ideas   | 1 | 2 | 3 | 4 | 5 |

### 2.3. Ability to Learn

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. When I need help or guidance, I ask my mentor or my coworkers                                   | 1 | 2 | 3 | 4 | 5 |
| b. When I mess up on something, I own up to it and apologize for it; I learn from it for next time | 1 | 2 | 3 | 4 | 5 |
| c. I accept critiques with maturity and am willing to reassess my work based on this information   | 1 | 2 | 3 | 4 | 5 |

### 2.4. Attitude

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. I act professionally at my site, taking my site seriously and behaving in a mature manner  | 1 | 2 | 3 | 4 | 5 |
| b. I come to my site with a positive attitude; I try to see the best in people and situations | 1 | 2 | 3 | 4 | 5 |
| c. I handle challenge with courage and take responsible risks                                 | 1 | 2 | 3 | 4 | 5 |

### 2.5. Creative Thinking & Problem Solving Skills

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. I can break down a large task into smaller, more manageable pieces; I don't get paralyzed by a huge, complex task | 1 | 2 | 3 | 4 | 5 |
| b. I look for solutions to problems rather than complaining about them   | 1 | 2 | 3 | 4 | 5 |
| c. I am learning to think independently  | 1 | 2 | 3 | 4 | 5 |

**2.6. What comments do you have about interpersonal and teamwork skills, organizational effectiveness, ability to learn, attitudes, creative thinking and problem solving skills or other aspects of collaboration and community?**

## Communication Processes

### 3.1. Reading/Writing/Computation Skills

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. I can read and understand material I read at my site; I can read directions and follow them correctly (i.e. reading a recipe that turns out well) | 1 | 2 | 3 | 4 | 5 |
| b. I can write in a way that people can understand my ideas clearly  | 1 | 2 | 3 | 4 | 5 |
| c. I can do the math needed for my site (i.e. cash register)   | 1 | 2 | 3 | 4 | 5 |

### 3.2. Listening & Oral Communication Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. When I listen to others, I don't think about the next thing I'm going to say, but I just focus on what they are saying; I make eye contact so they know I am listening     | 1 | 2 | 3 | 4 | 5 |
| b. When at my internship, I try to participate and cooperate in group activities; people at my site appreciate my contributions to a work meeting                             | 1 | 2 | 3 | 4 | 5 |
| c. When I speak, people generally understand the message I am trying to get across; people don't look confused when talking with me or answer my questions in a confusing way | 1 | 2 | 3 | 4 | 5 |

**3.3. What comments do you have about your reading, writing, computation skills, listening and oral communication skills, or other aspects of your communication abilities?**

## Research and Assessment Tools

### 4.1 Observation

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. I pay attention to my surroundings and adjust my actions to the model set for me by my mentor and others working at my site  | 1 | 2 | 3 | 4 | 5 |
| b. I show an interest in my site by asking thoughtful questions about it  | 1 | 2 | 3 | 4 | 5 |
| c. I am aware of the culture at my site; I can tell who gets along well and who doesn't; I can see how different people's personalities work together (or not) at my site | 1 | 2 | 3 | 4 | 5 |

### 4.2 Reflection

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. I think about my choices and how I act after I leave my site; I change how I act and what I say after thinking about how I can improve | 1 | 2 | 3 | 4 | 5 |
| b. I am aware of what I'm good at and what I need to work on  | 1 | 2 | 3 | 4 | 5 |
| c. I am able to reflect and share my observations, thoughts, and feelings easily  | 1 | 2 | 3 | 4 | 5 |

### 4.3 Search

- I consider myself an expert with internet search tools
- I can find things in the library easily
- I am familiar with most reference works and use them well.

**4.4 COMMENTS ON RESEARCH AND ASSESSMENT TOOLS:**

**Technology Tools**

**5.1. Ability to Learn**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. I am willing to learn new technology skills needed for my internship                                     | 1 | 2 | 3 | 4 | 5 |
| b. I learn technology quickly; if I struggle with it, I work hard at learning until I understand completely |   |   |   |   |   |
| c. I consider myself expert in word processing software   | 1 | 2 | 3 | 4 | 5 |
| d. PowerPoint is a tool that I have mastered  |   |   |   |   |   |
| e. I use Spread sheets, like Excel, often and with good skill   |   |   |   |   |   |
| f. I am familiar with computer operating systems and consider myself an expert                              |   |   |   |   |   |
| g. I understand and can trouble shoot with computer networks  |   |   |   |   |   |
| h. I have an excellent understanding of Photoshop and other image manipulation software programs.           |   |   |   |   |   |

**5.2. Knowledge and Skills**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. I have the technology skills I need for my internship | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

**5.3 COMMENTS ON TECHNOLOGY TOOLS:**

**On a scale of one to ten, how would you evaluate your own Overall Performance?**

Unsatisfactory		Poor		Average		Good		Outstanding	
1	2	3	4	5	6	7	8	9	10