

# Mentor Internship Mid-Term Assessment Survey

The answers to the questions below will not be shared with the scholar unless you indicate that you would like them to be. We encourage mentors to discuss the midterm and areas of concern with the scholar so that they may grow as professionals.

## **PRA Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0648-0568. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact the NOAA Office of Education at [john.baek@noaa.gov](mailto:john.baek@noaa.gov).

**OMB Control Number:** 0648-0568

**Expires:** 05-31-2026

## **Privacy Act Statement**

**Authority:** The collection of this information is authorized by section 4001 of the America COMPETES Act (Pub. Law 110-69).

**Purpose:** NOAA's Office of Education collects contact information and associated background information of undergraduate and graduate students, as well as recent graduates, for the purpose of tracking scholarship recipients' academic progress, making annual financial awards, and tracking graduate studies and career progress.

**NOAA Routine Uses:** In accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(4) and (11), the Department of Commerce proposes to collect this information for the purposes of evaluating scholarship applicants and for determining educational and professional attainment of NOAA education program participants following graduation. This includes disclosure to other Federal agencies or contractors of the Department of Commerce as needed. Maintenance and disclosure of this information is subject to the routine uses identified in the Privacy Act System of Records Notice entitled "COMMERCE/NOAA-14 Dr. Nancy Foster Scholarship Program; Office of Education, Educational Partnership Program (EPP); Ernest F. Hollings Undergraduate Scholarship Program and National Marine Fisheries Service Recruitment, Training, and Research Program".

**Disclosure:** Furnishing this information is voluntary.

1. Your name:

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2. Scholar's name:

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3. Scholar's NOAA email:

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4. Scholarship program:

*Mark only one oval.*

Hollings

EPP USP

5. Assess the frequency by which the scholar completes tasks on-time:

*Mark only one oval.*

a. The scholar completes all tasks on-time or ahead of time.

b. The scholar completes most tasks on-time.

c. The scholar completes some tasks on-time. When tasks are not completed on-time, they keep me updated and work towards completion.

d. The scholar completes few tasks on-time (or at all). When tasks are not completed on-time, they do not keep me updated on the task's status.

6. Comments and plan for improvement (required if 'd' is selected above):

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7. Assess the scholar's progress towards developing skills necessary to complete their project. Please consider only skills that were discussed during the internship project plan.

*Mark only one oval.*

- a. The scholar has acquired new skills that are necessary to complete the project.
- b. The scholar is making progress towards acquiring new skills that are necessary to complete the project.
- c. The scholar is struggling to build the skills necessary to complete the project.
- d. The scholar is not building the skills necessary to complete the project.

8. Comments and plan for improvement (required if 'c' or 'd' is selected above):

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9. Assess the quality of the scholar's work so far.

*Mark only one oval.*

- a. The quality of the scholar's work is what I expect to see from an undergraduate student excelling in their work experience, rarely contains mistakes and is thorough.
- b. The quality of the scholar's work is what I expect to see from an undergraduate student in their first professional experience. It contains some mistakes and sometimes doesn't meet the initial expectation, but improves with feedback.
- c. The quality of the scholar's work is what I expect to see from an undergraduate student struggling in their first work experience. It contains mistakes and has not improved despite feedback.

10. Comments and plan for improvement (required if 'c' is selected above):

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11. Please rate the scholar in each area below.

*Mark only one oval per row.*

	Excellent	Meets Expectation	Room for improvement
<b>Working on a team</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Working independently</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Written communication skills</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Verbal communication skills</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Professional behavior</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Dependability</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Ability to accept criticism</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. If you selected “Room for improvement” for any of the above, please provide comments and how the scholar could improve.

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13. Please share any concerns you have with the scholar's conduct and professionalism. Consider: The scholars are still students, but as a reference point, is their conduct comparable to what you would expect from an entry-level employee?

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14. Please indicate how you would like the survey results communicated to the scholar and the support you would like from the scholarship. Check all that apply.

*Check all that apply.*

- I have already discussed or intend to discuss their survey results with the scholar.
- I would like the scholarship team to contact me to discuss my concerns about the scholar.
- I would like the scholarship team to reach out to the scholar directly to discuss the any concerns indicated above.

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