Contra Costa County ROP
Internship Plan

☐ Paid Internship ☐ Unpaid Internship

Intern Name _____ Home Phone _____

Course Title _____ Emergency Contact _____

Instructor _____ Emergency Phone _____

Instructor e-mail _____ Instructor Phone _____

Training Site	Site Supervisor	Phone

Internship Evaluation

		Exceeds Expectations	Meets Expectations	Needs Improvement
1.	Works independently and collaboratively.	☐	☐	☐
2.	Communicates with customers, employees, business contacts and management.	☐	☐	☐
3.	Performs reliably and responsibly and provides quality work.	☐	☐	☐
4.	Solves problems, thinks critically and makes good decisions.	☐	☐	☐
5.	Practices good safety procedures.	☐	☐	☐

Comments:

Employer's Signature _____ Date _____

Date of visit	Teacher Initials	Student Initials	Comments – Teacher Section Only