### On-Campus Internship: Competency Tracker for Students

Instructions:

* At the **start**, **middle**, and **end** of your internship, reflect on each competency.
* Assess how you would describe your current development of each competency by checking the appropriate box.
* Use the questions to guide your thinking and rate yourself honestly. Add examples where possible.

1. **Career and Self-Development**

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

**Career & Self-Development Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I'm not really sure yet what my strengths are or what I want to do in the future. I usually wait for someone to tell me what I should work on.  | I’ve started thinking about my strengths and goals. I sometimes ask for feedback and try to learn from my experiences.  | I know my strengths and weaknesses and I take action to grow. I set goals for myself, ask for feedback, and look for ways to keep learning.  | I regularly reflect on my goals and growth. I look for opportunities, build professional relationships, and help others grow, too.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. What have you learned about your strengths, interests, or goals during this experience?
	2. How did you seek out feedback or opportunities to grow professionally?
	3. What will you do next to keep developing your career skills or network?

1. **Communication**

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

**Communication Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I struggle to explain my thoughts or understand others, especially in unfamiliar situations. | I can usually express myself in familiar settings, but I sometimes miss key details or don’t always listen closely. | I speak and write clearly, ask thoughtful questions, and listen carefully in most situations. I don’t need reminders. | I tailor how I communicate for different people and settings. I help others understand each other and resolve issues.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. When did you clearly communicate an idea or message—and how did it land?
	2. How did you adapt your communication style in different situations or with different people?
	3. What’s one area of communication (writing, speaking, listening, etc.) you’d like to improve?

1. **Critical Thinking**

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

**Critical Thinking Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I often guess or go with my first instinct. I don’t usually look for extra information or think about what’s influencing my decisions.  | I try to find the right information before deciding, but I’m not always sure what to look for or how to use it. I’m still working on explaining my choices clearly.  | I can gather relevant info, break it down, and make solid decisions. I think about bias, consider different perspectives, and explain why I chose a certain path.  | I anticipate problems, find and analyze complex info from different sources, and help others think through challenges. I use data and insight to support my decisions and explain them clearly.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. Describe a time you had to analyze a problem or decision—what was your process?
	2. What types of information did you use to support your decision-making?
	3. How will you continue to build your ability to think critically or evaluate information?

1. **Equity and Inclusion**

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

**Equity & Inclusion Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I don’t usually think about how people’s identities or backgrounds affect their experiences. I avoid conversations about equity because I’m not sure what to say.  | I’m trying to learn from different perspectives and become more aware of unfair treatment. I want to be inclusive, but I’m not always sure how.  | I make an effort to include everyone and learn from people who are different from me. I notice when things aren’t fair and try to speak up or change how I act.  | I actively work to make sure everyone feels included. I challenge unfair practices and help others understand why equity and inclusion matter.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. When did you engage with someone whose perspective was different from yours?
	2. What did you learn about inclusion or fairness in your workplace or team?
	3. How can you be more intentional about creating inclusive environments in the future?

1. **Leadership**

Recognize and capitalize on personal and team strengths to achieve organizational goals.

**Leadership Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I tend to let others take the lead. I’m not sure how to step up or take responsibility in a group.  | I sometimes take initiative and try to help my team, but I’m still building confidence and learning how to lead.  | I take responsibility for my work, support others, and help the team stay focused. I notice when something needs to get done and step up to do it.  | I create a positive team environment, delegate when needed, and help others grow. I guide the group toward goals and handle challenges with confidence.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. When did you engage with someone whose perspective was different from yours?
	2. How have you seen inclusion or fairness implemented in your workplace or team?
	3. How can you be more intentional about creating inclusive environments in the future?

1. **Professionalism**

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

**Professionalism Self-Assessment**

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| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I sometimes miss deadlines or forget tasks. I’m still learning what’s expected in a professional environment.  | I try to meet expectations, but I occasionally need reminders. I’m working on time management and being more reliable.  | I consistently show up prepared, meet deadlines, and act respectfully. I take feedback seriously and take ownership of my work.  | I model professional behavior for others. I manage my responsibilities well, even under pressure, and I respond calmly to challenges or feedback.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. How did you demonstrate responsibility, dependability, or ethical behavior during your internship?
	2. What feedback did you receive about your work habits or professionalism?
	3. What strategies helped you stay organized, meet deadlines, or handle challenges?

1. **Teamwork**

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

**Teamwork Self-Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I prefer to work alone and sometimes find it hard to coordinate with others. I avoid group conflict.  | I participate in team efforts and try to listen to others, but I’m still learning how to communicate and contribute more fully.  | I collaborate well with others, share responsibilities, and listen carefully. I help the group move forward and try to resolve issues if they arise.  | I help create a supportive team culture, manage conflict when needed, and make sure everyone’s ideas are heard. I lead by  |
|  |  |  |  | example in group settings.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. How did you contribute to a team project, and what role did you take on? For example, did you take the lead on organizing tasks, offer support behind the scenes, help resolve a conflict, or keep the group on track?
	2. When did you hold yourself—or others—accountable to the team’s goals or responsibilities?
	3. How did your team navigate differences or challenges, and what did you learn from that experience?

1. **Technology**

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

**Technology Self-Assessment**

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| --- | --- | --- | --- | --- |
|   | **Beginning**  | **Developing**  | **Proficient**  | **Advanced**  |
|  | I’m comfortable using technology in my everyday life, but I’m still learning how to use tech in a professional setting— like choosing the right tool for a task or adapting to workplace systems.  | I can use common tech tools and learn new ones with support. I’m starting to figure out which tools fit different tasks, but I still need help deciding or troubleshooting.  | I choose the right tools for the job, use them effectively, and can figure out new systems on my own. I adapt quickly to unfamiliar platforms and use tech to stay organized.  | I recommend tools that help the team work better. I troubleshoot, support others in learning new systems, and use technology strategically to solve problems or improve processes.  |
| **Start**  |   |   |   |   |
| **Middle**  |   |   |   |   |
| **End**  |   |   |   |   |

**Reflection questions:**

* 1. What tool, platform, or system did you use that was new to you (or that you used in a new way)—and how did you figure out how to use it?
	2. How did you decide which technology to use for a task or problem?
	3. How did technology help your team or organization work more effectively—and what role did you play in that?