



Appendix 2: Quick Evaluation Tool for High School Internships

Anchor 1: Autonomy - From Following to Leading

Definition: *The extent to which the intern exercises agency over decisions and actions, and the level of supervision required to complete their work.*

Supervisor Rating:

Which statement best describes the level of autonomy this intern demonstrated?

Level	Description
Level 1- Follow	The intern followed instructions closely and needed frequent guidance to complete tasks.
Level 2- Assist	The intern worked independently on routine tasks and checked in as needed.
Level 3- Apply	The intern managed their own work under general direction and made decisions about how to approach tasks.

Anchor 2: Complexity - From Routine to Unfamiliar

Definition: *The degree of novelty, ambiguity, variety, spontaneity, or challenge in the intern's tasks. Complexity assesses whether the intern applied known rules or had to define new ones.*

D. Supervisor Rating:

Which statement best describes the level of complexity of the intern's work?

Level	Description
Level 1- Follow	The intern completed routine, well-defined tasks with clear instructions



Level 2- Assist	The intern adapted known methods to situations with some novelty or variety.
Level 3- Apply	The intern navigated non-routine or ambiguous tasks requiring independent problem-solving.

Anchor 3: Contribution- From Supporting to Steering

Definition: *The extent to which the intern contributed to outcomes and supported others. Over time, contribution becomes influence: the ability to mobilize others and affect results.*

D. Supervisor Rating:

Which statement best describes the intern’s level of contribution?

Level	Description
Level 1- Follow	The intern reliably completed assigned tasks that supported the team’s work.
Level 2- Assist	The intern contributed to ideas, improved processes, or shaped parts of the project.
Level 3- Apply	The intern drove key aspects of the work, collaborated to solve problems, or guided peers.

Overall Assessment: Did the student achieve the experience as designed?

This rating reflects the overall level of the internship experience - how much independence, challenge and contribution the design intended and whether the intern reached that level.

D. Intended Experience Level

Completed by the educator and supervisor together before the internship.

- Level 1 Experience - Follow
- Level 2 Experience -Assist



Level 3 Experience - Apply

E. Achieved Experience Level (Supervisor Evaluation)

Considering the intern's autonomy, complexity of work, and contribution, which statement best reflects the internship experience they actually demonstrated?

Level	Description
Level 1- Follow	Focused on following directions and completing routine tasks.
Level 2- Assist	Involved initiative, problem solving, and responsibility for a range of tasks.
Level 3- Apply	Required ownership, coordination, or solving complex problems.