

## Internship Evaluation

(to be completed by supervisor)

Please complete this evaluation and review it with the intern. After you and the intern have signed this evaluation, please forward a copy to the faculty sponsor and give a copy to the intern.

Intern's name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_ Supervisor \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Internship Position \_\_\_\_\_

Brief description of responsibilities \_\_\_\_\_

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	disagree		neutral		agree	not applicable
<u>Personal Traits and Qualities</u>						
Attendance is as expected	1	2	3	4	5	N/A
Punctuality is as expected	1	2	3	4	5	N/A
Is reliable	1	2	3	4	5	N/A
Has appropriate dress/appearance	1	2	3	4	5	N/A
Is cooperative	1	2	3	4	5	N/A
Shows initiative and resourcefulness	1	2	3	4	5	N/A
Exercises sound judgment	1	2	3	4	5	N/A
Is willing to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff and constituents	1	2	3	4	5	N/A
Is professional	1	2	3	4	5	N/A
Has expected level of knowledge of field*	1	2	3	4	5	N/A
Thinks independently	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates good ethics	1	2	3	4	5	N/A
Follows instructions	1	2	3	4	5	N/A

\* Please take the student's current educational level into account

Communication Skills

Uses written communication effectively	1	2	3	4	5	N/A
Uses oral communication effectively	1	2	3	4	5	N/A
Has good listening skills	1	2	3	4	5	N/A

General Performance

Has a good general attitude toward the internship	1	2	3	4	5	N/A
Work quality is high	1	2	3	4	5	N/A
Work quantity is as expected	1	2	3	4	5	N/A
Student met the goals set at beginning of internship	1	2	3	4	5	N/A
Performs well compared to other interns	1	2	3	4	5	N/A

Please elaborate on any specific areas needing improvement. Give examples as needed.

Student signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_