SUPERVISOR EVALUATION OF STUDENT INTERN

Student: ________________________________
Organization: ________________________________
Supervisor: ________________________________

1. Unsatisfactory (Never demonstrates this ability/does not meet expectations)
2. Fair (Sometimes demonstrates this ability/meets expectations)
3. Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
4. Exceptional (Always demonstrates this ability/consistently exceeds expectations)

*If any criteria are not applicable to this internship experience, please leave the response blank*

**A. Ability to Learn**
1. Asks pertinent and purposeful questions  |  1  2  3  4
2. Seeks out and utilizes appropriate resources |  1  2  3  4
3. Accepts responsibility for mistakes and learns from experiences |  1  2  3  4

**B. Reading/Writing/Computation Skills**
1. Reads/comprehends/follows written materials |  1  2  3  4
2. Communicates ideas and concepts clearly in writing |  1  2  3  4
3. Works with mathematical procedures appropriate to the job |  1  2  3  4

**C. Listening & Oral Communication**
1. Listens to others in an active and attentive manner |  1  2  3  4
2. Effectively participates in meetings or group settings |  1  2  3  4
3. Demonstrates effective verbal communication |  1  2  3  4

**D. Creative Thinking & Problem Solving Skills**
1. Breaks down complex tasks/problems into manageable pieces |  1  2  3  4
2. Brainstorms/develops options and ideas |  1  2  3  4
3. Demonstrates an analytical capacity |  1  2  3  4

**E. Professional & Career Development Skills**
1. Exhibits self-motivated approach to work |  1  2  3  4
2. Demonstrates ability to set appropriate priorities/goals |  1  2  3  4
3. Exhibits professional behavior and attitude |  1  2  3  4

**F. Interpersonal & Teamwork Skills**
1. Manages and resolves conflict in an effective manner |  1  2  3  4
2. Supports and contributes to a team atmosphere |  1  2  3  4
3. Demonstrates assertive but appropriate behavior |  1  2  3  4
G. Organizational Effectiveness Skills
1. Seeks to understand and support the organization’s mission/goals 1 2 3 4
2. Fits in with the norms and expectations of the organization 1 2 3 4
3. Works within appropriate authority and decision-making channels 1 2 3 4

H. Basic Work Habits
1. Reports to work as scheduled and on-time 1 2 3 4
2. Exhibits a positive and constructive attitude 1 2 3 4
3. Dress and appearance are appropriate for this organization 1 2 3 4

I. Character Attributes
1. Brings a sense of values and integrity to the job 1 2 3 4
2. Behaves in an ethical manner 1 2 3 4
3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4

J. Open Category: Industry-Specific Skills
Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and asses the intern accordingly.

1. 1 2 3 4
2. 1 2 3 4
3. 1 2 3 4

K. Comments:

L. Overall Performance (if I were to rate intern at the present time)
Unsatisfactory Poor Average Good Outstanding
0 1 2 3 4 5 6 7 8 9 10

This assessment was reviewed with the intern on (Month/Day/Year) ____________________.
Evaluator’s Signature: ________________________________ Date: _______________.
Title/Position: ________________________________ Telephone: ____________.
# Student Evaluation of Internship

**Your Name:** ____________________________  **Date:** __________________

**Organization:** ____________________________  **Semester/Year:** __________

**Supervisor:** ____________________________  **Location:** _______________

Please rate the following aspects of your internship experience on the basis of this scale:

1. Poor  
2. Fair  
3. Good  
4. Excellent

## Site

- Physical environment was safe:  
  
- An orientation was provided to the organization:  
  
- Adequate resources were available to accomplish projects:  
  
- Co-workers were accepting and helpful: 

## Supervisor

- Supervisor provided a clear job description:  
  
- Regular feedback was provided on your progress and abilities:  
  
- An effort was made to make it a learning experience for me:  
  
- Supervisor provided levels or responsibility consistent with my abilities:  
  
- Supervisor was supportive of the agreed-upon work days and hours: 

## Learning Experience

- Work experience related to my academic discipline and/or career goal:  
  
- Opportunities were provided to develop my communication skills:  
  
- Opportunities were provided to develop my interpersonal skills:  
  
- Opportunities were provided to develop my creativity:  
  
- Opportunities were provided to develop my problem-solving abilities:  
  
- This experience has helped prepare me for a career in this field: 

## Overall Value Rating for this Internship

1. Poor  
2. Fair  
3. Good  
4. Excellent

Feel free to explain any of your responses to the above criteria here (use other side if necessary):

- Would you work for this supervisor again?  
  ____ Yes  ____ No  ____ Uncertain

- Would you work for this organization again?  
  ____ Yes  ____ No  ____ Uncertain

- Would you recommend this organization to other students?  
  ____ Yes  ____ No  ____ Uncertain