



College of Business Administration

Internship Evaluation Form

College of Business Administration

Supervisor should keep this form and return it at the completion of the student's internship. Please be aware that the evaluation may be shared with the student.

Date _____

Intern's Name _____

Firm's Name _____

Supervisor's Name/Title _____

Supervisor's Phone Number () _____

Please write in each blank the number (from the following scale) that best indicates the quality of the intern's performance.

<u>Excellent</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Unacceptable</u>	<u>Not Applicable</u>
5	4	3	2	1	NA

_____ Appropriateness of the intern's demeanor, conduct, and dress for the workplace

_____ Ability to understand the work to be performed

_____ Ability to learn procedures, systems, etc. within an acceptable time

_____ Punctuality in duties assigned

_____ Ability to communicate in written form

_____ Ability to communicate verbally

_____ Presentation skills

_____ Ability to integrate with and work as part of your team(s)

_____ Handling of contacts both within and outside the department/company

_____ Business knowledge and technical knowhow

_____ Problem solving skills

_____ Initiative

_____ Teamwork skills

_____ Creativity in performing assignments

_____ **Overall evaluation of the student intern**

Additional comments:

Supervisor's signature _____

In addition to this form, ***please provide the intern with a written letter of evaluation***. The letter and the evaluation form **must accompany the intern's report**. Thank you for your assistance. Both the letter (addressed to College of Business, Career Services Office) and the form should be placed in a sealed envelope and given to the intern for inclusion in the intern's report.

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