

## Intern Performance Evaluation

An internship is a learning opportunity for students. Students should therefore receive feedback on their performance so that they can grow professionally. This feedback can come from two sources, the internship site supervisor, and the faculty or staff member grading the student. This form can be used to help the student learn what he or she did well and where he or she can improve. This form should be modified as appropriate. Please encourage students to have their internship site supervisor complete this evaluation.

Intern Student Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>Performance Evaluation</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Outstanding</b>
Attendance (punctuality)					
Productivity (volume, promptness)					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-starter, resourceful)					
Dependability (thorough, organized)					
Attitude (enthusiasm, curiosity, desire to learn)					
Interpersonal Relations (cooperative, courteous, friendly)					
Ability to Learn (comprehension of new concepts)					
Use of Academic Training (applies education to practical usage)					
Communications Skills (written and oral expression)					
Judgement (decision making)					
Overall Performance					

*Please summarize. Your comments are especially helpful.*

1. Areas where student excels: \_\_\_\_\_

\_\_\_\_\_

2. Areas where student needs to improve: \_\_\_\_\_

\_\_\_\_\_

3. Areas where student gained new skills, insights, values, confidence, etc.

\_\_\_\_\_

4. Did student demonstrate continued progress throughout the internship term?

\_\_\_\_\_

5. Was student's academic preparation sufficient for this internship?

\_\_\_\_\_

6. Additional comments or suggestions for the student: \_\_\_\_\_

\_\_\_\_\_