



Middle Georgia
State University

SCHOOL OF INFORMATION TECHNOLOGY

INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester.

SUPERVISOR INFORMATION								
NAME:				JOB TITLE:				
ORGANIZATION'S NAME:				PHONE NUMBER:				
EMAIL ADDRESS:								
INTERNSHIP INFORMATION								
STUDENT'S NAME:								
STARTING DATE (DD/MM/YYYY):				COMPLETION DATE (DD/MM/YYYY):				
ABOUT THE INTERN								
1. Please evaluate this student intern on the following items by checking the appropriate rating.			Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on-time								
Behaved in a professional manner								
Effectively performed assignments								
Oral communication skills								
Written communication skills								
Computer Skills								
Ability to work with others								
Ability to adapt to a variety of tasks								
Decision-making, setting priorities								
Reliability and dependability								
Attention to accuracy and details								

Willingness to ask for help and guidance							
Quality of work							
Demonstrated critical thinking and problem solving skills							
Making and meeting deadlines							
Seemed interested and in and enthusiastic about the internship experience							

2.	Describe the ways in which the intern's performance benefited your organization.						
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance?						
4.	What do you consider to be the intern's strengths?						
5.	In what areas does the intern need to improve?						
6.	Overall, how do you rate your experience with <u>this intern</u>	Excellent	Good	Average	Poor		

ABOUT THE INTERNSHIP EXPERIENCE

1.	What are your suggestions for improving the School of Information Technology's internship program?
2.	Based on your experience, would you supervise other School of Information Technology interns or recommend the internship program to others?
3.	Do you have any other comments that will help the School and our students?

4.	Overall, how do you rate your experience with <u>this</u> <u>internship?</u>	Excellent	Good	Average	Poor
SUPERVISOR'S SIGNATURE			DATE		