



College of Business

Final Intern Evaluation Form

Student Intern: _____

Host Organization: _____

Internship Supervisor: _____

Thank you for your support of our Internship Program! Please evaluate each area by circling the most appropriate rating and list any comments you may have. If additional space is needed, please use the back of this form or attach additional sheet. **This evaluation will help determine 20 percent of the student's grade. You may email your evaluation to Lacey Henderson at Lacey.Henderson@tamuc.edu.**

Please use the following criteria to evaluate the student's performance:

Below Expectations – Student intern performs major duties / tasks to which they are assigned well below the level expected by the supervisor. Student requires constant and increasing amounts of supervision. Work is routinely returned to the student intern for revision or reassigned to others for rework. Student intern shows an indifference to their performance and resists mentoring.

Met Expectations – Student intern performs major duties / tasks to which they are assigned as expected on a regular basis. Student regularly achieves the expected outcomes with the appropriate level of supervision and with the timelines communicated to the intern by the supervisor. Work requires moderate improvements.

Exceeds Expectations – Student intern performs major duties / tasks to which they are assigned to a level well beyond supervisor's expectations. Work is performed within stated deadlines with little to no supervision. Final product is consistently high quality, professional work that is expected of a professional with more experience and requires minimal improvements. Student seeks additional projects or tasks independently rather than waiting for assignments.

Job Performance

	Below	Met	Exceeds		
Major Duties/ Tasks	Expectations	Expectations	Expectations		
1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
Quality of Work	1	2	3	4	5

Comments:

Have there been any changes in the Student Intern's job duties / responsibilities since completing the Site Information Form at the beginning of the internship? If so, please describe the new job duties /responsibilities.

Please identify two or three areas in which the student intern could improve.

Please indicate whether the student intern has met your expectations in the following areas:

	Below	Met		Exceeds	
	Expectations	Expectations		Expectations	
Ability to Work Independently	1	2	3	4	5
Ability to Work with Others	1	2	3	4	5
Ability to Seek & Use Help	1	2	3	4	5
Ability to Organize Work	1	2	3	4	5
Ability to Make & Meet Deadlines	1	2	3	4	5
Written Communication	1	2	3	4	5
Verbal Communication	1	2	3	4	5
Technical Skills, including computer skills	1	2	3	4	5
Attendance & Dependability	1	2	3	4	5
Productivity	1	2	3	4	5
Attitude	1	2	3	4	5
Initiative	1	2	3	4	5
Professional Appearance	1	2	3	4	5
Professional Demeanor	1	2	3	4	5

Comments:

If you were assigning a grade to your student intern, what grade would you assign?

Comments:

Supervisor's Signature & Date

Intern's Signature & Date