



Internship Evaluation Form (Site Supervisor)

Career Planning Center • 100 College Drive, Allentown, PA 18104 • 610-606-4648 • career@cedarcrest.edu

Mid-Term Final
3 Credits 6 Credits Other Spring Summer Fall

Please complete this evaluation form for the intern listed below and return it to the Career Planning Center at Cedar Crest College. Thank you for your participation in our Internship Program.

Intern Name: _____

Internship Site: _____

Site Supervisor: _____

Please comment on the student's strengths and weaknesses: _____

Please describe the types of projects and/or assignments the student has completed or will complete by the end of the internship: _____

Please indicate the total number of hours the intern has worked to date: _____

Other comments or concerns that you would like to share: _____

Please rate the student competencies on the next page based on a scale of:

- Meets Expectations:** for those students who perform their internship duties well and as assigned
- Exceeds Expectations:** for those students who go above and beyond or show advanced skills in area
- Does not Meet Expectations:** for those students who have not performed internship duties successfully

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Teamwork/Collaboration: The individual is able to work within a team structure, and can negotiate and manage conflict.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Contribution: Ability to contribute to the overall goals of the company or organization.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Direction/Oversight: The student successfully performed the duties assigned with minimal supervision required.

Exceeds Expectations Meets Expectations Does not Meet Expectations

Supervisor Signature _____ Date _____