



**DILLARD COLLEGE OF**  
Business Administration

## ACADEMIC INTERNSHIP PROGRAM

Employer Evaluation Form

[DCOBASinternship@mwsu.edu](mailto:DCOBASinternship@mwsu.edu) • (940) 397-4668

### Employer Evaluation Form

A significant component of the internship program is the learning that takes place at the work site. This evaluation should be a candid appraisal of the student's performance. This evaluation should be completed by the immediate supervisor and be based upon the expectations for a young professional new to the field. If you prefer to use your own evaluation form, please feel free to do so.

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_

Supervisor (Evaluator) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Describe the accomplishments and contributions made by the student.

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What is your overall evaluation of the work done by the student? Note any major strengths or weaknesses.

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Was the student adequately prepared academically for his/her position? (Please add suggestions so that we can better prepare students for future positions like this one.) ☐ Yes ☐ No

Have arrangements been made for this student to return to work at your company? ☐ Yes ☐ No

If yes, please indicate semester and year (please circle the applicable semester).

FALL

SPRING

SUMMER

20\_\_\_\_\_

Times absent: \_\_\_\_\_

Reason(s): \_\_\_\_\_

<b>RATING FACTORS</b>	<b>Definitely Yes</b>	<b>Yes</b>	<b>No</b>	<b>Definitely No</b>	<b>Unable to evaluate</b>
<b>Did the student have:</b>					
An ability to apply classroom knowledge in a real-world work environment?					
An understanding of professional and ethical responsibility?					
An ability to communicate effectively?					
An ability to use the techniques, skills, and modern business tools?					

Do you plan to hire other MSU interns and/or graduates in the future? ☐ Yes ☐ No

This evaluation has been discussed with the intern student? (Optional) ☐ Yes ☐ No

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email, hand deliver, fax or mail this completed document:

Internship Coordinator  
Midwestern State University  
Dillard College of Business Administration  
3410 Taft Blvd.  
Wichita Falls, TX 76308-2099

Fax: (940) 397-4280

Phone: (940) 397-4668

Email: [DCOBInternship@mwsu.edu](mailto:DCOBInternship@mwsu.edu)