

Internship Evaluation Form

Student Name _____ Student ID _____ GPA _____ Academic Level _____

Address _____ City: _____ ST ____ Zip _____

Placement Agency: _____ Evaluation Period: From _____ To _____

Phone _____ Alternate Phone _____ E-mail _____

Agency Name _____

Agency Address _____ City _____ ST ____ Zip _____

Supervisor _____ Title _____

Phone _____ Fax _____ E-mail _____

RATING STANDARDS

Outstanding (Consistently superior and always exceeds the standards required for the position.)

Exceeds Expectations (Consistently above the standards of performance for the position.)

Meets Expectations (Consistently meets the standards of performance for the position.)

Below Expectations (Does not consistently meet the standards of performance for the position. More effort is needed to improve in this area.)

Not Applicable (Not required to perform in this category and cannot be rated)

| Outstanding | Exceeds Expectations | Meets Expectations | Below Expectations | Not Applicable | PERFORMANCE CATEGORIES | Evaluate each of the categories by checking the appropriate box to the left of each category. For categories not evaluated, please check <i>n/a</i> . Comments may be made in the box provided to the right of the category. |
|-------------|----------------------|--------------------|--------------------|----------------|-------------------------------|--|
|-------------|----------------------|--------------------|--------------------|----------------|-------------------------------|--|

SUPERVISOR'S COMMUNICATION SKILLS *(Effectiveness of Supervisor's interaction with Intern)*

| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate feedback received | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Received clear and concise instruction | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pro-activeness encouraged | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Independent decision-making encouraged when appropriate | |

WORK ENVIRONMENT *(Effectiveness of intern's interactions with others and as a team participant)*

| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work environment conducive to learning | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff assistance provided when appropriate | |

Please include any additional comments/suggestions for improvement, etc. about your internship experience.

OVERALL PERFORMANCE RATING

Place an "X" in the box that describes your overall field experience rating.

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Below Expectations Does not consistently meet the standards of performance for the position. More effort is needed to improve in this area. | <input type="checkbox"/> Meets Expectations Consistently meets the standards of performance for the position. | <input type="checkbox"/> Exceeds Expectations Consistently above the standards of performance for the position. | <input type="checkbox"/> Outstanding Consistently superior and always exceeds the standards for the position. |
|---|--|--|--|

Faculty Advisor (Print)

Signature