Organization’s Evaluation of Internship Student

Student Intern Name___________________________ Work Period______________________________

Employer____________________________________ Location____________________________________

INSTRUCTIONS: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similar positions, or with individual standards. Remarks are particularly helpful and appreciated. This form should be completed at the end of the internship and mailed or faxed to the internship coordinator at the address above.

### Attitude – Application to Work

- Enthusiastic
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

### Initiative

- Proceeds well on his/her own
- Frequently works well on own
- Does all assigned work
- Hesitates
- Must be pushed frequently

### Ability to Learn

- Learned tasks very well
- Learned work readily
- Average in understanding work
- Rather slow in learning
- Very slow to learn

### Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

### Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

### Relations with Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works very poorly with others
Maturity - Poise

- Poised and confident
- Has good self-assurance
- Average maturity and poise
- Infrequent self assertion
- Timid
- Brash

Quantity of Work

- Usually high output
- More than average
- Normal quantity
- Below average
- Low output and slow

Judgment

- Exceptionally mature judgment
- Above average
- Usually makes right decision
- Often uses poor judgment
- Consistently uses bad judgment

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

Overall Performance (Please Circle One)

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Very Good</th>
<th>Average</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
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</thead>
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The student's outstanding personal qualities are:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
_______________________________________________________________________________________________________
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The personal qualities which the student should strive most to improve are:

____________________________________________________________________________________________________
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Additional Remarks:

____________________________________________________________________________________________________
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Please complete at the end of the student’s internship, review/discuss with the student intern, sign, date and return to the Internship Coordinator at the address on the heading.