

FORM I
INTERNSHIP EVALUATION
 (To be completed by the Agency Supervisor)

Student's Name

Agency

Date

Instructions: Please circle the number you consider best describes the student. **Do not return this form to the student**, however we encourage you to share the information on this form with the student, much as you would an employee evaluation. However, please return the form to the university supervisor. As a guide, the following definitions may be used when rating the student:

4	Superior	Consistently demonstrates a high degree of achievement
3	Above Average	Demonstrates the trait above level of peers
2	Average	No better or worse than peers
1	Below Average	Lacks the trait or demonstrates it less frequently than peers
0	Unsatisfactory	Unacceptable performance

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|---|---|---|---|---|---|-----|----------|
| 1. Professional Preparation ; skill and knowledge for the position | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 2. Participation ; prompt, dependable, prepared | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 3. Originality ; initiative, resourcefulness, imagination | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 4. Judgement ; evaluates in a reliable manner, uses common sense | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 5. Effective use of discipline ; fairness/control of situation | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 6. Written communication | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 7. Oral communication | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 8. Rapport/cooperation with supervisor and fellow workers | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 9. Interactions with clients ; motivation skills, enthusiasm | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 10. Adaptability | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| 11. Personable , sociable, pleasant | 4 | 3 | 2 | 1 | 0 | N/A | Comments |

12. Personal appearance	4	3	2	1	0	N/A	Comments
13. Personal conduct , manners	4	3	2	1	0	N/A	Comments
14. Responsible , organized	4	3	2	1	0	N/A	Comments
15. Professionalism	4	3	2	1	0	N/A	Comments
16. Integrity	4	3	2	1	0	N/A	Comments

Remarks: Please use this space for additional comments. A statement of the student's greatest asset, talent or aptitude will be most helpful.

Strengths:

Areas Needing Improvement:

Overall Grade: **A** **B** **C** **D** **F** **(Circle One)**

Optional: If you had an opening available in the area of responsibility the intern has held, would you hire the individual? Yes _____ No _____

I have discussed this evaluation with the student. Yes _____ No _____

Your Name	Title	Date
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Mailing Address

Supervisor's Signature

Student's Signature

Return to:

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