

**Supervisor Evaluation of Intern**

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| Student Intern: |  |

Internships offer a critical laboratory for converting classroom knowledge into practical wisdom. In this process, you have been a key partner. In this evaluation, please help us ascertain the student’s performance in executing the responsibilities provided by this internship. Your assessment will count for a significant part of the grade that this student earns in the Internship course. Please take a few minutes to rate the student in the areas below. If any of the following criteria are not applicable to this internship experience, please mark the column “n/a”.

***Please use the following scale to rate the student intern in each of the criteria below:***

 ***5 = Exceptional 2 = Uncomplimentary/Below Average***

 ***4 = Commendable/Above Average 1 = Unsatisfactory/Poor***

 ***3 = Fair/Average n/a = Does not apply***

| **Please rate the student intern on each item (use scale above)** | **5** | **4** | **3** | **2** | **1** | **n/a** |
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| **Ability to Learn** |
|  1. Asks pertinent and purposeful questions |  |  |  |  |  |  |
|  2. Seeks out and utilizes appropriate resources |  |  |  |  |  |  |
|  3. Accepts responsibility for mistakes and learns from experiences |  |  |  |  |  |  |
| **Reading/Writing/Computation Skills** |
| 1. Reads/comprehends/follows written materials |  |  |  |  |  |  |
| 2. Communicates ideas and concepts clearly in writing |  |  |  |  |  |  |
| 3. Works with mathematical procedures appropriate to the job |  |  |  |  |  |  |
| **Listening and Oral Communication Skills** |
| 1. Listens to others in an active and attentive manner |  |  |  |  |  |  |
| 2. Effectively participates in meetings or group settings |  |  |  |  |  |  |
| 3. Demonstrates effective verbal communication skills |  |  |  |  |  |  |
| **Professional and Career Development Skills** |
| 1. Exhibits self-motivated approach to work |  |  |  |  |  |  |
| 2. Demonstrates ability to set appropriate priorities/goals |  |  |  |  |  |  |
| 3. Exhibits professional behavior and attitude |  |  |  |  |  |  |
| **Interpersonal and Teamwork Skills** |
| 1. Manages and resolves conflict in an effective manner |  |  |  |  |  |  |
| 2. Supports and contributes to a team atmosphere |  |  |  |  |  |  |
| 3. Demonstrates assertive but appropriate behavior |  |  |  |  |  |  |
| **Organizational Effectiveness Skills** |
| 1. Seeks to understand and support the organization’s missions/goals |  |  |  |  |  |  |
| 2. Fits in with the norms and expectations of the organization |
| 3. Works within appropriate authority and decision-making channels |  |  |  |  |  |  |
| **Basic Work Habits** |
| 1. Reports to work as scheduled and on time |  |  |  |  |  |  |
| 2. Exhibits a positive and constructive attitude |  |  |  |  |  |  |
| 3. Dress and appearance are appropriate for this organization |  |  |  |  |  |  |
| **Character Attributes** |
| 1. Brings a sense of values and integrity to the job |  |  |  |  |  |  |
| 2. Behaves in an ethical manner |  |  |  |  |  |  |
| 3. Respects the diversity (religious/cultural/ethnic) of co-workers |  |  |  |  |  |  |
| **Academic Knowledge** |
| 1. Intern has sufficient academic knowledge to contribute to the organization.
 |  |  |  |  |  |  |
| 1. Understands concepts and applies knowledge on the job.
 |  |  |  |  |  |  |
| COMMENTS (Please add any comments regarding Academic Knowledge here.): |  |  |  |  |  |  |
| **Technical Skills** |
| Intern has technical skills appropriate to the level in school and in job requirements. |  |  |  |  |  |  |
| **Quality of Work:**  |
| 1. Intern completes tasks accurately and thoroughly.  |  |  |  |  |  |  |
| 2. Work reflects neatness, attention to detail, and compliance to company standards. |  |  |  |  |  |  |
| **Analysis and Judgment**  |
| 1. Intern demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems. |  |  |  |  |  |  |
| 2. Makes sound decisions. |  |  |  |  |  |  |
| **Professionalism** |
| 1. Intern exhibits self-confidence and maturity. |  |  |  |  |  |  |
| 2. Projects a professional appearance.  |  |  |  |  |  |  |
| 1. Displays a willingness to learn.
 |  |  |  |  |  |  |
| 1. Accepts suggestions and constructive feedback.
 |  |  |  |  |  |  |
| **Accountability** |
| 1. Intern is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.
 |  |  |  |  |  |  |
| **Open Category: Industry-Specific Skills** |
| Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly. |  |  |  |  |  |  |
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| **Overall Rating** (Please provide an overall rating of your intern.)  |  |  |  |  |  |  |
| **Intern excels at:**  |
|  |
| **Intern needs to work on:** |
|  |
| **Additional Comments:** |
|  |
| **What do you think the Intern could have done differently to make the Internship experience even more meaningful?** |
|  |
| **Will this student likely be hired as a permanent employee?****If yes, What is the job title?****Annual Salary?** |
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| **Which semesters are you interested in posting an internship with Arkansas Tech?**  |
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**In what ways do you feel we could improve our services to students?**

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| ***Internship Site Representative’s signature*** |  | ***Internship Site*** |  | ***Date*** |