**Site Supervisor Internship Evaluation Form**

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional site of internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern's on-site supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation form key:

1= unsatisfactory; 2= needs improvement; 3= satisfactory; 4= above average; 5= outstanding

\_\_\_\_\_ Quality of work (accurate and thorough)

\_\_\_\_\_ Quantity of work (met goals set by department)

\_\_\_\_\_ Use of time (efficient/effective use of time to complete tasks)

\_\_\_\_\_ Initiative (ability to work independently)

\_\_\_\_\_ Communication skills

 \_\_\_\_\_ Verbal

 \_\_\_\_\_ Written

\_\_\_\_\_ Grasp of subject (understanding of applicable standards and procedures)

\_\_\_\_\_ Ability to apply classroom experience to real time projects

\_\_\_\_\_ Creativity

\_\_\_\_\_ Job judgment (ability to make appropriate work related decisions)

\_\_\_\_\_ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

\_\_\_\_\_ Adaptability (ability to alter activities to accommodate change)

\_\_\_\_\_ Dependability

 \_\_\_\_\_ Punctuality

 \_\_\_\_\_ Attendance

\_\_\_\_\_ Problem solving/critical thinking skills

Strengths of intern:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas for improvement:

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What do you think the student gained from the internship?

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Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Student Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Copies to:

Intern's supervising professor Site supervisor Student Intern