



LUTGERT COLLEGE OF BUSINESS

STUDENT INTERN EVALUATION FORM

(To be completed by supervisor)

Student Name _____

Internship Period _____

Organization/Company Name _____

The evaluating supervisor is to complete this portion of the evaluation. Please be candid. This evaluation is of paramount importance to the student intern's professional and personal development. The evaluation will be a guide for counseling the student intern. Additional space is provided for your comments. Please comment on any evaluation marked marginal or unsatisfactory.

<u>Characteristics</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Average</u>	<u>Marginal</u>	<u>Unsatisfactory</u>
1. Desire and willingness to take on new assignments	_____	_____	_____	_____	_____
2. Potential for further development	_____	_____	_____	_____	_____
2. Concern for needs of fellow employees	_____	_____	_____	_____	_____
4. Willingness to work through assignments to completion	_____	_____	_____	_____	_____
5. Ability to communicate	_____	_____	_____	_____	_____
6. Ability to learn	_____	_____	_____	_____	_____
7. Quality of work	_____	_____	_____	_____	_____
8. Dependability	_____	_____	_____	_____	_____
9. Attitude (application to work)	_____	_____	_____	_____	_____
10. Attendance	_____	_____	_____	_____	_____
11. Tardiness	_____	_____	_____	_____	_____
12. Judgment	_____	_____	_____	_____	_____
13. Imaginativeness and resourcefulness	_____	_____	_____	_____	_____
14. Cooperation-willingness to get along with others	_____	_____	_____	_____	_____

Brief Description of Assignment

Narrative Appraisal of Performance *(Please attach any performance appraisal instruments/letters that would assist in evaluating the student intern.)*

It is my understanding that the student intern may have access to the information in this evaluation.

Organization/Company Internship Supervisor Signature

Date

Supervisor Name/Title *(please print)*

Phone

Email