



**STATE UNIVERSITY OF NEW YORK
AT FREDONIA**

Site Supervisor's FINAL Evaluation Form

Student Intern: _____ Semester/Year: _____

Site Supervisor's Name: _____ Phone: _____

Organization Name: _____ E-mail: _____

A supervisor's rating is helpful in evaluating the intern's performance. The rating serves as a basis for consulting and it becomes a part of the student's college record. We would appreciate frank responses to the following questions.

I. Please look at your copy of the Learning Contract and comment on how well the intern achieved the Educational Objectives:

1. _____
2. _____
3. _____
4. _____
5. _____

II. What problems developed in the pursuit of these objectives? Please be specific.

1. _____
2. _____
3. _____
4. _____
5. _____

PLEASE COMPLETE BOTH PAGES OF THIS FORM

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Please rate your student-intern by placing a check in the appropriate box:

1. Ability to learn: slow below average average learns readily very quick
2. Quality of work: poor barely acceptable average very good superior
3. Quantity of work: unproductive acceptable highly productive
4. Attitude towards work: indifferent acceptable industrious highly enthusiastic
5. Relations with co-workers: poor satisfactory very well accepted by others
6. Dependability: unreliable generally acceptable exceptionally dependable
7. Judgment: immature average exceptionally dependable
8. Punctuality: usually late generally punctual never late
9. Appearance: often questionable sometimes questionable always acceptable
10. Oral communication: needs improvement satisfactory very good
11. Written communication: needs improvement satisfactory very good
12. Reaction to supervision: resents criticism accepts criticism seeks guidance
13. Overall performance: poor marginal average very good outstanding

Do you feel this student is ready to take on the responsibilities of the profession? Why or why not?

Comments regarding the student's overall performance _____

Letter grades are generally assigned according to the following categories: A = Superior, B = Above Average, C = Average, D = Passing, E = Failing. Most students fall into the "B/C" range and only about 25% of the students in any given course are likely to receive an "A". To assist the Faculty Sponsor in determining the intern's grade, what letter grade would you suggest for this intern? _____

Evaluated by: _____
Site Supervisor Supervisor Title Date

Please return this completed evaluation form to the student's Faculty Sponsor at SUNY Fredonia, Fredonia, NY 14063. The intern will not receive a grade or credit without your evaluation. Thank you for participating in our internship program.