



**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**

## Site Supervisor's FINAL Evaluation Form

**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?

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Comments regarding the student's overall performance \_\_\_\_\_

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*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.**