

Student Name \_\_\_\_\_  
*First* *Last*

Student’s Internship Title \_\_\_\_\_

Dates of Internship from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      Number of Weekly Internship Hours \_\_\_\_\_

Site Supervisor \_\_\_\_\_      Organization Name \_\_\_\_\_

Site Supervisor’s Phone (\_\_\_\_) \_\_\_\_\_      Site Supervisor’s E-mail \_\_\_\_\_

**Consistent feedback and conversation with the student intern throughout the internship is strongly encouraged.**  
Remember: student interns seek guidance and feedback in positive and proactive terms to establish a sense of course. As a professional employer there is an opportunity to share your opinion regarding essential areas of growth and skill development.

This evaluation which is submitted to the student’s faculty sponsor is helpful in evaluating the intern’s performance on site. Candid responses establish a foundation for consultation and educational development to prepare the student for employment.

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Site Supervisor's MID-TERM 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

Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluated by: \_\_\_\_\_  
*Site Supervisor Signature* *Supervisor Title* *Date*

Please complete both pages of this Evaluation Form and then return it to the Faculty Sponsor by the mid-term evaluation date listed on the intern's Learning Contract. The intern's grade may be in jeopardy if all necessary paperwork for the internship is not on file. Thank you for your attention to this matter.

**Please return this completed evaluation form to the student's Faculty Sponsor**  
through postal mail or e-mail (firstname.lastname@fredonia.edu).

**Faculty Sponsor**  
State University of New York at Fredonia  
Fredonia, NY 14063