

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 _____

An exit interview with the student intern prior to his/her last day of 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 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. _____

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? : Yes No

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, F = Failing.

To assist the Faculty Sponsor in determining the intern's grade,
what letter grade would you suggest for this intern? _____

Evaluated by: _____
Site Supervisor Signature *Supervisor Title* *Date*

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
The intern will not receive a grade or credit without your evaluation.
Thank you for participating in our internship program.