



# Student Internship Evaluation

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Organization/Business \_\_\_\_\_

Supervisor Name \_\_\_\_\_

### Work Performed

Briefly describe the nature of the tasks or activities the student has performed under your supervision. Please be specific as to the degree of difficulty and expertise required. List examples where appropriate.

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### Performance Evaluation

Please evaluate the student in each of the following areas. Check the box beneath rating description that best summarizes the student's performance. Space has been provided for additional comments.

#### WORK PRODUCT

Student is able to produce quality products or services (i.e. reports, letters, research materials, interventions, etc.)

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

#### Comments:

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**EFFICIENT MANAGEMENT OF WORKLOAD**

Student is able to manage his/her workload in a timely manner

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**ABILITY TO WORK WELL UNDER PRESSURE**

Student is able to meet deadlines and to multi-task when required

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**ANALYTICAL SKILLS**

Student is able to properly assess issues and solutions to various tasks and activities

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**ABILITY TO WORK INDEPENDENTLY**

Student is able to work autonomously or with nominal supervision on assigned tasks

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**QUALITY OF WRITTEN WORK**

Student is able to produce written work free of grammatical and structural errors

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**PROFESSIONALISM**

Student is able to maintain his/her composure in interpersonal interactions and/or when under stress

Superior

Very Good

Good

Needs Improvement

Unacceptable  
(please explain)

**Comments:**

**General Appearance and Performance**

Please put an "X" in the box that best corresponds with your opinion of the student.

|                     | <u>Superior</u> | <u>Very Good</u> | <u>Good</u> | <u>Needs Improvement</u> | <u>Unacceptable</u><br><u>(please explain)</u> |
|---------------------|-----------------|------------------|-------------|--------------------------|--|
| Personal Appearance |                 |                  |             |                          |  |
| Attendance          |                 |                  |             |                          |  |
| Punctuality         |                 |                  |             |                          |  |
| Reliability         |                 |                  |             |                          |  |

**Comments:**

**General Summary Regarding Student's Performance**

Please indicate the number of hours the student completed in his/her internship and assign a letter grade that you feel reflects the student's overall performance.

Hours Completed \_\_\_\_\_

*I have reviewed this evaluation with my student:*                       *Yes*                       *No*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Student Section**

*Upon reviewing this evaluation, I:*       *Read and agree*       *Read and disagree (explain below)*

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return this form to:      Sioban Amezcua  
Internship & Community Outreach Coordinator  
Calumet College of St. Joseph  
2400 New York Avenue, Room 400  
Whiting, Indiana 46394

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