

INTERNSHIP PROGRAM

Student Intern Performance Evaluation

*Note: This form is for use with the Internship Program at College of Charleston Department of Computer Science and is to be completed by the student intern's **site supervisor** and returned to the computer science internship coordinator. The purpose of this evaluation is to provide feedback on the student intern's workplace performance and is used by the internship coordinator/faculty supervisor for academic purposes. Please evaluate the student objectively, comparing her/him with others assigned the same or similar tasks or with existing organizational standards. It is recommended that you discuss this evaluation with the student intern.*

Student Intern _____ Intern Title _____

Host Company _____

Site Supervisor _____ Title _____

Address (street, city, state, zip) _____

Phone _____ Fax _____ Email _____

Student intern completed the TOTAL number of agreed upon internship hours? ☐ Yes ☐ No

Attendance: ☐ Good ☐ Fair ☐ Poor

Punctuality: ☐ Good ☐ Fair ☐ Poor

ABILITY TO LEARN: *knowledge or skill acquisition*

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Comments: _____

JUDGEMENT/DECISION-MAKING: *explores and considers options, prioritizes and reaches decisions*

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Comments: _____

WORK PRODUCTIVITY & QUALITY: *assigned tasks are accomplished in an efficient and effective fashion*

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Comments: _____

INTERPERSONAL RELATIONS: *interacts with others effectively*

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Comments: _____

ATTITUDE & COOPERATION: *interest, enthusiasm and willingness to contribute*

☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Comments: _____

OVERALL PERFORMANCE: ☐ Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor

Describe the student intern's strengths: _____

Describe areas requiring additional development: _____

Additional Comments: _____

Did you discuss this performance evaluation with the student intern? ☐ Yes ☐ No

Site Supervisor Signature: _____ Date: _____

Thank you for returning this form to the *computer science internship coordinator* as promptly as possible.

Computer Science
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