



FINAL INTERNSHIP EVALUATION

(Please review with student)

Student _____ Major _____ Term: _____

Please rate the student's performance using the following numeric scale by circling the appropriate rating:

4 = Excellent/ "A"

Outstanding in virtually every aspect

3 = Above average/ "B"

Exceeds the normally expected competent performance level

2 = Average/ "C"

Meets the qualifications

1 = Below average/ "D"

Performance falls short of expectations

0 = Unsatisfactory/ "F"

Unacceptable performance

Attendance	0	1	2	3	4
Punctuality	0	1	2	3	4
Communication	0	1	2	3	4
Technical Knowledge	0	1	2	3	4
Ability to Follow Instructions	0	1	2	3	4
Willingness to Learn	0	1	2	3	4
Organizational Skills	0	1	2	3	4
Quality of Work	0	1	2	3	4

Overall Performance										
Unsatisfactory			Poor		Average			Good		Outstanding
0	1	2	3	4	5	6	7	8	9	10
(F	D	D+	C-	C	C+	B-	B	B+	A-	A)

1. What are the student's greatest strengths?

2. What are some of the areas in which the student could improve?

3. What skills has the student developed? _____

Comments:

▪ Student's signature _____

▪ Supervisor's signature _____ Phone # _____

▪ Company _____

Date of last review: 11/3/09