

University of South Alabama / Mitchell College of Business

INTERNSHIP EVALUATION FORM

(To be completed by the supervisor at the sponsoring organization at the mid-point of the internship.)

Student's Name: _____ Date: _____

Please evaluate the intern's performance with regard to the following:

1. Relations with others

- _____ well accepted
- _____ satisfactory
- _____ has some difficulty
- _____ doesn't get along with others

2. Relations with supervisor

- _____ seeks guidance
- _____ accepts criticism
- _____ some resentment
- _____ fails to benefit

3. Attitude toward work

- _____ highly enthusiastic
- _____ interested
- _____ indifferent
- _____ not interested

4. Quality of work

- _____ superior
- _____ good
- _____ fair
- _____ poor

5. Dependability

- _____ very dependable
- _____ usually dependable
- _____ sometimes careless
- _____ cannot be relied on

6. Ability to learn

- _____ learns very quickly
- _____ learns at satisfactory pace
- _____ learns at average pace
- _____ learns slowly

7. Judgment

- _____ mature
- _____ average
- _____ sometimes immature
- _____ immature

8. Attendance

- _____ regular
- _____ irregular

9. Initiative

- _____ frequently makes suggestions
- _____ sometimes makes suggestions
- _____ seldom makes suggestions
- _____ no original ideas

10. Punctuality

- _____ regular
- _____ irregular

11. Oral Communication skills

- _____ superior
- _____ good
- _____ fair
- _____ poor

12. Written communication skills

- _____ superior
- _____ good
- _____ fair
- _____ poor

13. Knowledge of Subject Matter

- _____ superior
- _____ good
- _____ fair
- _____ poor

14. Professional Promise

- _____ superior
- _____ good
- _____ fair
- _____ poor

Overall performance of intern (*where 1 = unsatisfactory and 7 = outstanding*):

| | | | | | | |
|-----------------------|---|---|----------------|---|---|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Unsatisfactory | | | Average | | | Outstanding |

Other Comments:

Signature of the Sponsor/Evaluator

Printed Name of Sponsor/Evaluator

Date