



Student Internship Evaluation (CONFIDENTIAL)
(To be completed by the Host Institution Internship Supervisor)

Student _____ Dates of Internship _____

Host Institution _____ Evaluator _____

Rate the student in the following areas: (Check the appropriate box)

- | | |
|---------------------|--|
| 1 EXCELLENT | Consistently exceeded expectations |
| 2 SATISFACTORY | Consistently met expectations |
| 3 NEEDS IMPROVEMENT | Did not consistently meet expectations |
| 4 UNSATISFACTORY | Consistently failed to meet expectations |

Work Habits	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Punctuality				
Attendance				
Availability				
Motivation				
Appearance				
Communication Skills	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Oral Communication				
Written				
Interpersonal Relations				
Job Performance	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Accuracy				
Completeness				
Quantity of Work				

4. Suggested Grade - Please suggest a grade based on the following criteria.

A = Excellent	
B = Satisfactory	
C = Needs Improvement	
D = Unsatisfactory	

5. Goals - Discuss the main points of the internship, such as activities and projects, and the student's ability to complete them.

6. Overall evaluation - Discuss the intern's performance as a student and worker.

7. Basis for evaluation - Briefly discuss the criteria used to evaluate the student's performance.

8. Intern's strengths

9. Suggestions and Recommendations

Signature _____ Date _____
(Please use additional sheets if necessary)