

Internship Supervisor's Evaluation Form

Student's name: _____ Hours completed: _____

Internship location: _____

Name and Title of Internship Supervisor: _____

Thank you for overseeing our internship experience this term. To help us assess the student's performance, please rate the intern's performance on a scale from 1 to 5, *with 5 meaning absolutely yes and 1 meaning absolutely no*. There are spaces for you to write comments, positive or negative, between questions. For ANY question receiving a 2 or below, we kindly ask for an explanation regarding the rating. *Note: The intern will not receive your individual responses, so please answer honestly.

1) The intern was on-time, showed up for important dates/appointments, and dressed appropriately for work. _____ (5 absolutely yes, 1 absolutely no)

Comments:

2) The intern seemed eager to learn about the company and the individual jobs to be performed, and readily accepted constructive feedback. _____ (5 absolutely yes, 1 absolutely no)

Comments:

3) The intern completed assignments on time. _____ (5 absolutely yes, 1 absolutely no)

Comments:

4) The intern's work was done professionally and was of high quality. _____ (5 absolutely yes, 1 absolutely no)

Comments:

5) The intern was respectful of the supervisor, other colleagues, and the work environment. _____ (5 absolutely yes, 1 absolutely no)

Comments:

Would you hire/be willing to work with the intern again? _____ YES _____ NO

If you were to give a holistic grade to the intern, what grade would you give him/her? _____ (A,B,C,D,F)

Additional comments:

Supervisor's Signature: _____

Date: _____

Supervisor's Contact Information: _____

Please return this form directly (i.e., do not give it to the intern) to Dr. Pavica Sheldon, University of Alabama Huntsville, Department of Communication Arts, Huntsville, AL 35899; OR Pavica.Sheldon@uah.edu.