

## Internship Field Supervisor's Evaluation Student Performance in the Internship Program

(Example of Online Evaluation Forms)

Please complete all fields.

Student's Name: \_\_\_\_\_

Host Internship Name: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

As the field supervisor for the student mentioned above, I verify this evaluation of the intern's work activities.

\_\_\_\_\_  
Internship Field Supervisor

Field supervisor's responses to these items aid in assigning grades for internship credits and identifying areas that require attention in the student's continuous professional development. Please rate each item.

|   | Rating (Select One) |         |                  |             |
|---|---------------------|---------|------------------|-------------|
|   | Below<br>Average    | Average | Above<br>Average | Exceptional |
| <b>A. Personal Characteristics</b>                |                     |         |                  |             |
| 1. Cooperates with field supervisor               |                     |         |                  |             |
| 2. Works well with others                         |                     |         |                  |             |
| 3. Work ethic                                     |                     |         |                  |             |
| 4. Dependable                                     |                     |         |                  |             |
| 5. Honest   |                     |         |                  |             |
| 6. Shows initiative                               |                     |         |                  |             |
| 7. Appearance                                     |                     |         |                  |             |
| 8. Personality                                    |                     |         |                  |             |
| 9. Motivation                                     |                     |         |                  |             |
| 10. Accepts supervision                           |                     |         |                  |             |
| 11. Accepts constructive criticism                |                     |         |                  |             |
| 12. Punctuality and attendance                    |                     |         |                  |             |
| 13. Professional attitude                         |                     |         |                  |             |
| <b>B. Skills</b>                                  |                     |         |                  |             |
| 1. Shows leadership ability                       |                     |         |                  |             |
| 2. Communication - speaking                       |                     |         |                  |             |
| 3. Communication - writing                        |                     |         |                  |             |
| 4. Learns new activities easily                   |                     |         |                  |             |
| 5. Adaptable to a variety of jobs                 |                     |         |                  |             |
| <b>C. Potential for career in this profession</b> |                     |         |                  |             |

Please circle the letter grade that you believe the student earned for his or her performance during the internship.

A      B      C      D      F

- “A” Overall superior performance; the student performed at or above expectations in all internship requirements.
- “B” Very high quality; accomplished at least 85% of the assigned objectives.
- “C” Adequate performance; achieved 75% of the assigned objectives.
- “D” Poor completion of assigned duties; finished 60% of the assigned objectives.
- “F” Unsatisfactory performance; fulfilled less than 60% of the assigned objectives.



Was the student adequately prepared for work activities at the start and throughout the internship period?

Yes    No    Somewhat

List areas of adequate and inadequate preparation for the student's capabilities to complete work activities.

|   |
|---|
| Areas of adequate preparation:                |
| a.  |
| b.  |
| c.  |
| d.  |
| e.  |
| Areas where additional preparation is needed: |
| a.  |
| b.  |
| c.  |
| d.  |
| e.  |