

Note any personal traits not already mentioned that would help this student develop into a competent professional.

Note any personal traits not already mentioned that might hinder his/her development.

In thinking back over your relationship with this student, do you feel that your opinion of his/her performance as an intern has been strongly influenced by one or two outstanding incidents or traits, or is it more a general and overall impression? (If influenced by specific incidents please explain briefly what these were.)

What kind of feedback have you provided this student about his/her performance during this work period? In what way has work progress been reviewed, and how often?

How has this student responded to your suggestions for carrying out his/her work assignments?

Penn State requires a grade for each intern. Please indicate the overall rating that you assigned to this student below. Please remember that internships/co-ops are learning experiences and take that into consideration when you are assigning a grade. These grades will appear on the student's transcript.

Excellent (A)	Very Good (B)	Average (C)	Marginal (D)	Unsatisfactory (F)

Has the general content of this report been discussed with the intern? _____. If so, by whom and when? _____

Has an offer of employment been made? _____ Do you expect to make an offer within the next year? _____

Your Name _____ Date _____ Telephone Number _____ Ext _____ Email _____

THANK YOU FOR TAKING TIME TO COMPLETE THIS COMPREHENSIVE REPORT!

Please keep a copy of this form and return the original to:

Krista White, smealcareers@smeal.psu.edu

Smeal College of Business, The Pennsylvania State University

114 Business Building; University Park, PA 16802-3603

Phone: 814-865-6955

<http://www.smeal.psu.edu/recruit/undergrad>