



# Internship Supervisor Final Evaluation

Term \_\_\_\_\_ Year \_\_\_\_\_

Intern: \_\_\_\_\_ Internship Supervisor: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

This Final Evaluation is to be completed by the Internship Supervisor regarding the intern's work performance. Please complete prior to the end of the internship and review with the student.

Please rate the student intern's performance based on the following scale:  
3 - Outstanding                      2 - Satisfactory                      1 - Needs Improvement

## Leadership and Collaboration

### Self-Directed

(works well independently, shows enthusiasm, resourceful)

Additional comments:

3     2     1     N/A

### Learning and Development

(takes advantage of opportunities for self-growth, goal-oriented)

Additional comments:

3     2     1     N/A

### Networking

(develops rapport and connects with others)

Additional comments:

3     2     1     N/A

### Teamwork

(contributes and works effectively in a group setting)

Additional comments:

3     2     1     N/A

## Communications

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**Written Communication**  3    2    1    N/A  
 (produces professional writing)  
 Additional comments:

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**Oral Communication**  3    2    1    N/A  
 (clearly expresses views, creates & facilitates presentations)  
 Additional comments:

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**Listening**  3    2    1    N/A  
 (listens well, accepts constructive criticism and feedback)  
 Additional comments:

## Critical Thinking & Creativity

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**Critical Thinking**  3    2    1    N/A  
 (demonstrates problem solving skills, able to prioritize)  
 Additional comments:

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**Time Management**  3    2    1    N/A  
 (completes tasks within designated timeline, demonstrates punctuality)  
 Additional comments:

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**Planning and Organizing**  3    2    1    N/A  
 (identifies & implements processes to accomplish a goal)  
 Additional comments:

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**Demonstrates Creativity**  3    2    1    N/A  
 (uses innovative thinking to produce creative ideas and solutions)  
 Additional comments:

## Ethics and Social Justice

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### Ethical Conduct

(follows company procedures, respects confidentiality)

3     2     1     N/A

Additional comments:

## Academic Discipline & Technical/Digital Competence

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### Academic Connection

(able to apply academic knowledge to internship experience)

3     2     1     N/A

Additional comments:

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### Technology Knowledge

(software, databases, Microsoft Office, phones, copier, and scanning)

3     2     1     N/A

Additional comments:

## Diversity and Global Perspective

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### Diversity in the Work Setting

(interacts, collaborates, or works with diverse individuals including ethnic, cultural, age, disability, etc.)

3     2     1     N/A

Additional comments:

## Strong Work Ethic and Professionalism

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### Adaptability

(receptive to change, flexible)

3     2     1     N/A

Additional comments:

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### Quality of Work

(takes pride in work, pays attention to detail and values accuracy)

3     2     1     N/A

Additional comments:

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### Professional Etiquette

(adheres to professional dress code, uses an appropriate workplace etiquette)

3     2     1     N/A

Additional comments:

Please rate your overall satisfaction with the performance of your student intern.

3     2     1

Additional comments:

In reviewing the Learning Contract, has the intern successfully achieved predetermined goals?

Please Comment:

In your estimation, is the Student Intern well suited to pursue a career in this field? What “professional development plan” would you recommend for this student? (i.e. additional courses, skills or experiences that would strengthen potential). Please Comment:

Additional comments/recommendations:

**Please print a copy of this Final Evaluation for your records AND provide a copy for the intern.**

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Internship Supervisor Signature

Date

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Student Intern Signature

Date