Internship Program
Supervisor Evaluation of Student Intern

Internships at Cazenovia College are designed to supplement the student's campus academic program. A report of the student's experience is necessary both for the student's complete record and to make sure the student is achieving his or her learning objectives. Please complete and return this evaluation form upon the conclusion of the student's internship.

Career Services Office
Cazenovia College
41 Lincklaen Street
Cazenovia, NY 13035
315.655.7191
careerservices@cazenovia.edu
http://www.cazenovia.edu/careerservices

Date__________________________________________________

Student Name____________________________________________

Site Supervisor Name_______________________________________

Site Supervisor Title________________________________________

Company/Site Name_________________________________________

Company/Site Address_______________________________________

Company/Site Phone E-mail Address____________________________

Paid Internship YES NO OTHER

Please return this evaluation form by: _________________________

This completed evaluation form is used in determining students’ final grades.
Part One: All-College Evaluation Form

The following is a list of traits and behaviors that we ask all Cazenovia College site supervisors to evaluate. Completing this form assists us in evaluating our interns both as individuals and as a group. Please rate the intern on each item, using the following scale:

5 = Highly characteristic of this person
4 = Fairly characteristic of this person
3 = Moderately characteristic of this person
2 = Moderately uncharacteristic of this person
1 = Highly uncharacteristic of this person
N.A. = Not applicable in that evaluator was not able to judge this trait during internship

1. Able to work with people, in cooperation as a team member.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

2. Works independently.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

3. Shows flexibility in adapting to new situations.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

4. Expresses self verbally.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

5. Expresses self in written form.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

6. Recognizes areas of strengths & areas needing development.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

7. Prioritizes tasks.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

8. Completes tasks as planned, is conscientious.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

9. Is punctual and reliable.
   5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

10. Is able to use criticism effectively.
    5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

11. Makes valuable contributions to site.
    5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

12. Shows professional attitude.
    5[ ]  4[ ]  3[ ]  2[ ]  1[ ]  N.A. [ ]

Part Two: Program Evaluation Form

Your responses to the following questions will assist the internship instructor in evaluating the student’s individual performance as an intern.
1. How would you describe the progress this student made toward the objectives he/she established for this internship?

[ ] Achieved more than expected
[ ] Readily achieved stated objectives
[ ] Achieved some objectives
[ ] Worked steadily toward objectives
[ ] Made little progress toward objectives

COMMENTS:______________________________________________________________________________
______________________________________________________________________________________

2. The QUALITY of work performed by this student was

[ ] Excellent
[ ] Very good
[ ] Average
[ ] Below average
[ ] Poor

COMMENTS:______________________________________________________________________________
______________________________________________________________________________________

3. How would you describe the QUANTITY of work put forth by this student?

[ ] More than was expected
[ ] All that was expected
[ ] Average
[ ] Hardly met requirements
[ ] Deficient

COMMENTS:______________________________________________________________________________
______________________________________________________________________________________

4. This student's ability to accept responsibility was

[ ] Outstanding
[ ] Above average
[ ] Average
[ ] Below average
[ ] Student was unable to accept responsibility

COMMENTS:______________________________________________________________________________
______________________________________________________________________________________
5. Which of the following statements best describes this student's ability to cooperate in group settings?

[ ] Invariably furthers the best interest of the group
[ ] Good team worker
[ ] Usually works well with others
[ ] Often fails to cooperate
[ ] Does not cooperate at all

COMMENTS:
_______________________________________________________________
_____________________________________________________________________________
_____________________________________________________

6. How does this student react to criticism?

[ ] Invariably welcomes and profits by criticism
[ ] Reacts well to criticism
[ ] Usually profits by criticism
[ ] Often fails to profit by criticism
[ ] Resents criticism

COMMENTS:
_______________________________________________________________
_____________________________________________________________________________
_____________________________________________________

7. How well prepared, in your opinion, was this student for his/her internship?

[ ] Very well prepared
[ ] Well prepared
[ ] Satisfactorily prepared
[ ] Student "gets by"
[ ] Unprepared

COMMENTS:
_______________________________________________________________
_____________________________________________________________________________
_____________________________________________________

8. How interested do you feel this student was in his/her work?

[ ] Keen and sustained interest
[ ] Sustained interest
[ ] Interest usually well sustained
[ ] Sporadically interested
[ ] Uninterested

COMMENTS:
_______________________________________________________________
_____________________________________________________________________________
_____________________________________________________

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9. How would you describe this student's ability to respond to new situations?

- [] Comprehends and adapts at once
- [] Grasps new situations readily
- [] Needs time to grasp new situations
- [] Learns after repetition
- [] Fails to grasp even after repetition

COMMENTS: ____________________________________________________________

________________________________________________________

10. Which of the following competencies did the student exhibit effectively? (Please check more than one if appropriate.)

- [] Communication
- [] Problem Solving
- [] Social Interaction
- [] Values

COMMENTS: ____________________________________________________________

________________________________________________________

11. Which of the following competencies requires more work by the student? (Please check one or more if appropriate.)

- [] Communication
- [] Problem Solving
- [] Social Interaction
- [] Values

COMMENTS: ____________________________________________________________

________________________________________________________

Please indicate your rating of this student for each of the factors listed below by checking the appropriate box.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Outstanding</th>
<th>Good</th>
<th>Acceptable</th>
<th>Substandard</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>is a self starter who approaches problems promptly and works well independently.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attitude Toward Job</th>
<th>Outstanding</th>
<th>Good</th>
<th>Acceptable</th>
<th>Substandard</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>demonstrates positive, constructive attitude; is cooperative with supervisors; identifies with company and individual goals.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
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<th>ACCEPTABLE</th>
<th>SUBSTANDARD</th>
<th>UNACCEPTABLE</th>
</tr>
</thead>
</table>

**INTERPERSONAL RELATIONS** - maintains pleasant, cooperative relationships with co-workers, recognizes team aspects of job.

| [ ] | [ ] | [ ] | [ ] | [ ] |

**DEPENDABILITY** - observes work schedules; keeps absenteeism to a minimum.

| [ ] | [ ] | [ ] | [ ] | [ ] |

**APPEARANCE** - presents neat, professional image; maintains poise and business-like appearance at all times.

| [ ] | [ ] | [ ] | [ ] | [ ] |

Signature of Internship Supervisor __________________________________________________________

Date ______________________

Cazenovia College does not discriminate on the basis of race, creed, color, sex, age, national origin, or handicap. Inquiries should be directed to the Director of Affirmative Action, Cazenovia College, Cazenovia, New York 13035, (315) 655-7274, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202.