Internship Evaluation

Supervisor’s Questionnaire

Thank you for supervising our student during this internship. Your input is an essential part of the internship process. Please complete this form and return it to:

John W. Chang
3501 Trousdale Pkwy, THH 356
Los Angeles, CA 90089

Your comments will be kept confidential. Please type or print clearly.

Date ___________________________  Semester/Year ___________________________

Organiziation ________________________________________________________________

Supervisor ___________________________  Title ___________________________

Student Name ______________________________________________________________

A. Evaluation of Internship Program

Please answer the following questions regarding the Internship Program. (Use additional page(s) as necessary.)

1. What were the major benefits of this internship to your organization and to the student?
2. Were you satisfied with the schedule and calendar for the internship?

3. Are you interested in having another intern at some time in the future?

4. Please add any recommendations that you have for the improvement of this program.

B. Evaluation of Intern
Your input is needed to evaluate the work that the student has performed for you and your organization. Please consider that a grade will be assigned to the work of the student, not to the student as a person. Critical evaluation of work can be an excellent educational and constructive process.

Please evaluate the intern using the following criteria, if appropriate. Add other criteria that you feel have been omitted. Please comment briefly about how the intern's work met or failed to meet the criteria you chose.

1. To what extent were the assignment objectives (that were outlined in the internship agreement) met?

2. Please specify the degree of responsibility you were able to give the intern. How did the intern handle the responsibility?
3. Please comment on the quality of the student’s work and the student’s ability to complete assignments.

4. Please comment on the student’s attitude towards the job.

5. What degree of initiative did the intern exhibit?

6. Comment on the student’s ability to work with other employees as well as with people served by your organization.

7. Was the student punctual? Did the student fulfill time commitments?

8. Did the student acquire or expand on any particular skills during the internship?

9. What other criteria do you feel are useful for the evaluation of this particular internship?
C. Evaluation
Please assign a specific letter grade to the work conducted by the intern according to the following scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Work that is outstanding and usually well-done</td>
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<tr>
<td>B</td>
<td>Good, solid work</td>
</tr>
<tr>
<td>C</td>
<td>Satisfies basic requirements for completion of work, but is only adequate, not particularly meritorious</td>
</tr>
<tr>
<td>D</td>
<td>Inadequate; does not satisfy the basic requirements for completion of the work</td>
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<tr>
<td>F</td>
<td>Failure to complete most of the requirements for completion of the work</td>
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SPECIFY LETTER GRADE: _______
(Please indicate whether the grade is strong or weak.)

Supervisor’s Signature ___________________________________________  Date ____________________________