



## INTERNSHIP EVALUATION

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The intern's supervisor should fill out this form. Should you have any concerns or questions, please contact the Internship Coordinator, Dr. Gregory Gullette, at 408-551-3000 x4211 or [ggullette@scu.edu](mailto:ggullette@scu.edu). The intern should make a copy of the evaluation before submitting the final copy to the internship coordinator.

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

Intern: \_\_\_\_\_

Internship Site: \_\_\_\_\_

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

**Evaluation Key:** 0 = not applicable; 1 = unsatisfactory; 2 = needs improvement; 3 = satisfactory; 4 = above average; 5 = outstanding

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| _____ Quality of work                        | _____ Ability to handle a variety of tasks      |
| _____ Ability to work independently          | _____ Efficient/effective use of time           |
| _____ Ability to complete tasks on time      | _____ Ability to cope to stressful situations   |
| _____ Attention to accuracy and detail       | _____ Reliability and dependability             |
| _____ Verbal communication skills            | _____ Written communication skills              |
| _____ Ability to synthesize information      | _____ Ability to cooperatively work with others |
| _____ Interest in the internship site's work | _____ Professionalism and interpersonal skills  |

**The strengths of the intern:**

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**Areas that need improvement:**

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**What do you think are the most important skills the intern gained from her/his experience?**

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**Additional comments:**

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Thank you for taking the time to complete this form.

Intern Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_