



INTERNSHIP EVALUATION

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. 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:

Areas that need improvement:

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

Additional comments:

Thank you for taking the time to complete this form.

Intern Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____