

Evaluation Form – Internship Supervisor
Department of English
University of Arizona

Please provide a candid evaluation of the student's performance. While it is not mandatory, we encourage you to discuss the evaluation with the student. At the end of this evaluation, you can choose your preference for doing so (discussing with the student, allowing the Undergraduate Director to discuss it with the student, or neither).

Student's Name: _____

Company or Organization Name: _____

Location: _____

Dates of Internship: _____

Supervisor's Name: _____

Supervisor's Title: _____

Rating:

- 0 Needs much improvement
- 1 Needs some improvement
- 2 Meets minimum standards
- 3 Satisfactory performance
- 4 Exceeds standards
- 5 Outstanding, far exceeds standards
- N/A Does not apply

Evaluation Criteria	Rating	Comments
Interest In Work Enthusiasm about learning about the tasks assigned. Sought out further information to complete the assigned tasks.		
Quality of Work Accurate and thorough work. Attention to detail.		
Knowledge of Work Knowledge and understanding of assigned tasks and responsibilities.		
Communication Skills Competency in oral and written communication skills.		
Acceptance of Constructive Criticism Receptive to feedback on performance. Desire to seek advice for self-improvement.		

Ability to learn on the Job Willingness to accomplish assigned tasks; follow through in achieving assignments and goals.		
Completion of tasks Ability to work independently on assigned tasks. Ability to complete tasks in a timely manner and with accuracy.		
Promptness and Dependability On time to work, meetings and appointments. Reliable.		
Organization Skills Ability to organize tasks and job responsibilities and planning of assignments to meet deadlines.		
Teamwork Ability to work with peers and supervisors to achieve a common goal.		

Strengths and Areas of Development

Please list personal characteristics that will help or hinder the student's professional development.

Examples of characteristics: maturity, personal appearance and habits, acceptance of authority, self-motivation, dependability, adaptability, leadership abilities, enthusiasm, honesty, acceptance of constructive criticism, and willingness to adjust to group interests.

- Strengths

- Suggested Areas of Development

Please provide a brief description of the types of projects or activities the student has worked on:

STUDENT: Please fill in your total hours for the semester and ask your supervisor to verify by signing below.

Number of Hours Worked: _____

SUPERVISOR: Please initial next to the options to indicate your preference or action with this evaluation:

_____ The above evaluation has been discussed and reviewed with the student.

_____ I did not discuss this evaluation with the student, but would allow the Internship Coordinator to review with the student.

_____ I did not discuss this evaluation with the student, and do not want it to be shared with the student.

GRADE RECOMMENDED:

S (Superior) _____

P (Pass) _____

F (Fail) _____

S, P, F grading: Grades of S (superior), P (pass), and F (fail) are not included in the calculation of the GPA, nor do they count toward meeting the criteria for [dean's list, honorable mention, or academic distinctions](#).

Supervisor: _____ Date: _____

Thank you for supervising and providing this internship opportunity. Your evaluation and feedback is greatly appreciated.

If you have any questions or additional comments please contact:

Stephanie Pearmain, Coordinator of Undergraduate English Internships
pearmain@email.arizona.edu
(520) 621-3287

Please return the form attention to me at:

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Department of English
Modern Languages 445
PO Box 210067
Tucson, AZ 85721-0067
Email: pearmain@email.arizona.edu
(YOU MAY ALSO SEND VIA EMAIL TO THE ADDRESS ABOVE.)