



Supervisor's Final Internship Evaluation, Salem State College

Please return to Career Services, Salem State College, 352 Lafayette Street, Salem, MA 01970,
T 978-542-6406/ FAX: 978-542-6145/ internship@salemstate.edu

Name of Student Intern _____ Date _____

Organization/Company Name _____ Semester/Year _____

Address and Telephone _____

Site Supervisor Name, Title, Email: _____

Was this internship paid, unpaid, or did the intern receive a stipend? _____

Faculty Sponsor if student is obtaining credit: _____

Please forward this form to the above address. Thank you very much for taking the time to share your expertise, mentor our students, and serve as site supervisor. Thank you for providing this evaluation.

1.) Please briefly describe the assignments given to the intern? What useful contributions did the intern make to your organization during the internship, for example specific tasks and/or projects completed? Which activities was the intern primarily responsible for, versus participate with others to help complete or function primarily as an observer? Did the intern attend staff meetings, meetings with department heads or participate in other key activities?

2.) Did the intern complete sufficient coursework in preparation for the internship?
Yes _____ No _____ If no, were there particular courses, either in the major or in complementary disciplines, which you would have recommended the intern complete prior to beginning this internship?

3.) In your judgment, describe the overall work performance of the student. Comments can address areas such as the student's major strengths, skills, motivation to pursue a successful career in this field, work ethic, whether the student asks relevant questions, is resourceful, is articulate, applies learning gained from coursework, learns from experience, shows good problem solving skills, is able to recognize and understand ethical issues, seeks out supervision and behaves according to professional standards.

4.) In which areas have you observed the greatest professional growth over the course of the internship? For example, in which areas did the intern demonstrate an increase in knowledge and/or skills such as industry-specific skills important for a career in this area, computer skills, other technical skills, or knowledge of the field?

5.) What areas of continued learning related to technical skills/training, verbal and/or written skills, presentation, leadership, course work, or other skills enhancement would most likely increase this student's effectiveness in professional working environments similar to that of this internship?

6.) If you had a full-time position open, would you consider the intern as a candidate? (This is not a commitment of a position to the student.) In what type of position or career area do you envision this student as being most successful?

7.)

Overall,

How would you evaluate this intern's performance?

Outstanding	Above Average	Satisfactory	Needs Improvement	Unsatisfactory

Work Habits:

- Is dependable-meets time commitments
- Follows directions
- Can work independently
- Can work under supervision
- Can resolve conflicts
- Can work as a member of a team
- Shows good judgement

Skills in Task Performance:

- Meets job responsibilities
- Meets deadlines
- Demonstrates skills necessary for job
- Seeks additional job responsibilities

Attitude:

- Is motivated toward profession
- Readily accepts a challenge
- Readily applies instruction
- Positive attitude toward learning
- Readily adapts to work environment
- Readily accepts constructive criticism
- Seeks out resources in organization

8.) Please contact Career Services, 978-542-6406/internship@salemstate.edu if you have feedback that will assist us in enhancing the internship program.

Signature and title of supervisor completing this form

Date_____

Organization_____

Location_____

Please provide the student with a copy of this evaluation and review your evaluation with the student before s/he concludes the internship.

Has this evaluation been discussed with the student? Yes() No ()