**Undergraduate Internship/Practicum Student Evaluation Form**

Student \_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator \_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Please rate this intern using the five-point scale suggested below. Place a check mark on the scale that describes him/her best. Also, please underline any phrase or word that particularly describes this student. Omit items that are not applicable to the internship. Thank you for your thoughtful evaluation.

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| **Ratings category** | **1 (low)** | **2** | **3** | **4** | **5 (high)** |
| 1. **Quality of work:**   Compare with others of equal  age and experience. | Work usually lacking in thoroughness, accuracy, and neatness. | Output barely acceptable. | Work is reasonably thorough, accurate, and acceptable. | Work is high grade. | Unusually high quality  Work is consistently performed. |
| **2. Amount of work:**  Compare with others of equal  age and experience. | Amount of work entirely inadequate. | Shows slow progress. | Completes work in reasonable time. | Completes work at a rate  Faster than average. | Exceptionally rapid worker. |
| **3. Attendance & Punctuality.** | Absent frequently and/or rarely on time. | Occasionally absent or tardy. | Absent or tardy only for legitimate reasons. | Rarely absent or tardy. | Is never absent or late, always on time or early. |
| **4. Knowledge and skills:** The extent to which intern integrates knowledge of business concepts and skills in performance of his/her job. | Insufficiently prepared to handle present position. Needs extensive instruction. | Is not quite up to standard with respect to knowledge and skills required by job. | Sufficient knowledge and skill to satisfy position requirements. | Above average knowledge and skill. | Exceptionally well informed and able to integrate knowledge and skills in performing at a very high level. |
| **5. Degree of supervision required:**  The ability of the worker to work independently. | Requires constant supervision or direction. | Cannot always be relied upon to get desired results without supervision. | Reliable and conscientious. Normal amount of supervision required. | Applies self well, occasionally needs direction and supervision. | Justifies utmost confidence. Performs job without supervision. |
| **6. Cooperation in working with others:** How well the intern cooperates with supervisors and associates. | Uncooperative, not a team player. | Resistant to working with others. | A team worker. Maintains good working relationships with others. | Quite cooperative, able to work with others to accomplish a joint effort. | Highly cooperative; will assist others; has a noticeably good effect on work group. |
| **7. Ability to deal with others outside immediate work group:** Extent to which intern demonstrates a service attitude to customers/clients and others within the firm. | Tends to create problems which supervisors must mediate. | Occasionally has difficulties dealing with outside contacts. | Gets along well with outside contacts. | Deals very well with customers and others in the organization. | Has unusual knack for successfully dealing diplomatically with conflicts and in getting the cooperation of others. |
| **8. Knowledge of the ethical obligations and responsibilities of business:** Extent to which intern demonstrates ethical behavior and attitudes. | Behavior and attitude overtly reflect lack of understanding of or disregard for ethical obligations and responsibilities. | Attitude or language suggests a lack of understanding of or disregard for ethical obligations and responsibilities. | No reasons to suggest that the intern lacks knowledge of ethical obligations and responsibilities. | Intern demonstrated ethical behavior and reflected a good understanding of the importance of ethical behavior in the work place. | Intern exhibits a very high level of integrity. Engenders the utmost confidence and respect of others. |
| **9. Initiative:** The  determination and energy  displayed in overcoming  obstacles with the scope of the  job. | Almost never initiates action  without specific instructions. | Works out only simpler  problems connected with  work. | Accepts and solves ordinary difficulties pertaining to the employee’s work. | Develops solutions to problems to complete work promptly. | Resourceful and active in  looking for duties and  learning beyond what is  required. |
| **10. Sense of urgency**:  Timeliness in response to the  demands of the job. | Requests are not filled;  Frequently fails to finish  Work started. | Requests are at times not  met within a reasonable  time period. | Can be depended upon to follow through on most jobs. | All legitimate requests are met within reasonable time period. | All legitimate requests are met quickly and followed through to completion. |
| **11. Communication:**  Appropriate use of oral and written communication. | Frequent grammatical errors  and/or inappropriate language. | Occasional grammatical  errors. | Generally effective communication. | Very good communication skills. | Highly effective communicator. |
| **12. Decision support tools:**  Ability to utilize computers or other technologies to  accomplish assigned tasks. | Poor technology skills.  Often needs help to perform  routine tasks. | Minimal knowledge of  commonly available computer software.  Slow to accomplish tasks. | Adequate skills in using MS-based software such as Excel and Access. Able to learn software applications unique to the business with some assistance. | Good skills in computer software. Able to learn new software applications with little assistance. | Excellent computer and technology skills. Quick to learn new software applications and/or has taught us things we didn’t know. |

We welcome written comments to elaborate on items 1-12 and to provide us with observations not specifically addressed above. Possibilities include attitude, exceptional abilities, personality, potential, resourcefulness, and safety practices. Evaluator’s Signature \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_