Middle Georgia State University

SCHOOL OF COMPUTING
Department of Information Technology

INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester.

SUPERVISOR INFORMATION	
NAME:	**JOB TITLE:**
ORGANIZATION'S NAME:	**PHONE NUMBER:**
EMAIL ADDRESS:	

INTERNSHIP INFORMATION	
STUDENT'S NAME:	
STARTING DATE (DD/MM/YYYY):	**COMPLETION DATE (DD/MM/YYYY):**

ABOUT THE INTERN							
	1. Please evaluate this student intern on the following items by checking the appropriate rating.	**Excellent**	**Very Good**	**Satisfactory**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
	Arrived to work on-time						
	Behaved in a professional manner						
	Effectively performed assignments						
	Oral communication skills						
	Written communication skills						
	Computer Skills						
	Ability to work with others						
	Ability to adapt to a variety of tasks						
	Decision-making, setting priorities						
	Reliability and dependability						
	Attention to accuracy and details						

	Willingness to ask for help and guidance						
	Quality of work						
	Demonstrated critical thinking and problem solving skills						
	Making and meeting deadlines						
	Seemed interested and in and enthusiastic about the internship experience						

2.	Describe the ways in which the intern's performance benefited your organization.				
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance?				
4.	What do you consider to be the intern's strengths?				
5.	In what areas does the intern need to improve?				
6.	Overall, how do you rate your experience with **this intern**	**Excellent**	**Good**	**Average**	**Poor**
	ABOUT THE INTERNSHIP EXPERIENCE				
1.	What are your suggestions for improving the Department of Information Technology's internship program?				
2.	Based on your experience, would you supervise other Department of Information Technology interns or recommend the internship program to others?				
3.	Do you have any other comments that will help the Department and our students?				

4.	Overall, how do you rate your experience with **this internship?**	**Excellent**	**Good**	**Average**	**Poor**
SUPERVISOR'S SIGNATURE			**DATE**		