

Bachelor Degree Internship Program SITE SUPERVISOR EVALUATION FORM – FINAL

Introduction: The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. The form should be completed by the internship site supervisior or the individual who has the closest supervision of work assignments. Honest and objective comments regarding the student's performance are appreciated. Please circle the appropriate rating using the 1 (low) to 4 (high) scale. Additional comments are invited whenever appropriate. 3. Exceptional Always demonstrates this ability: consistently exceeds expectations 3. Very Good Consistently meets; sometimes exceeds expectations 5. Satisfactory Demonstrates basic competency; generally meets expectations 1. Unsatisfactory Does not demonstrate competency; does not meet expectations A. Professional Competencies/Program Objectives These questions will assess each of the Student Learning Outcomes which are listed on the Internship Learning Agreement 1. Reports to work prepared and as scheduled 4. 3 2 1 NA 2. Exhibits a positive and professional attitude 4. 3 2 1 NA 3. Demonstrates appropriate appearance and dress 4. Shows good judgment 4. Shows good judgment 4. Shows good judgment 4. Shows good judgment 4. Shows good judgment 5. Kows initiative Comments: Communication Skills 1. Understands and follows instructions 3. Demonstrates idea and concepts clearly in writing 3. Demonstrates idea and concepts clearly in writing 4. Communicates ideas and concepts clearly in writing 4. Shows good judgment 5. Communicates ideas and concepts clearly in writing 3. Demonstrates ideas and concepts clearly in writing 4. Shows initiative and appearance and dress 4. Shows initiative and professional attitude 5. Communicates ideas and concepts clearly in writing 5. Communicates ideas and concepts clearly in writing 6. Communicates ideas and concepts clearly in writing 6. Communicates ideas and concepts clearly in writing 6. Asks questions as necessary to ensure proper job performance 4. Shows proparates in	Stu	dent:	Business/Agency:						_	
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Comments:		5. Asks question Comments:	ns as necessary to ensure proper job performance	4	3	2	1	NA		
D. Interpersonal Skills	D.	Interpersonal Sk	ills							
1. Relates to co-workers effectively4321NA				4	3	2	1	NA		
2. Manages and resolves conflict in an effective manner 4 3 2 1 NA		2. Manages and	resolves conflict in an effective manner	4	3		1	NA		
3. Supports and contributes to a team atmosphere4321NA		3. Supports and	contributes to a team atmosphere	4	3	2	1	NA		

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	4. 5. 6.	Controls emotions in a manner appropriate for work Interacts effectively and appropriately with supervisor Accepts constructive criticism and advice	4 4 4	3 3 3	2 2 2	1 1 1	NA NA NA		
	Со	mments:							
E.	Pro 1. 2. 3. 4. 5.	ofessional & Career Development Skills Seeks to understand personal strengths and weaknesses Self-motivated Demonstrates ability to set appropriate priorities Demonstrates good time management skills Demonstrates intellectual curiosity	4 4 4 4	3 3 3 3	2 2 2 2	1 1 1 1	NA NA NA NA		
	Co	mments:							
F.	Ov	verall performance of student intern:							
		Exceptional Very Good Satisfactory	Unsat	isfactory					
	Со	mments:							
	I h	ave discussed this evaluation with the internYES	NO						
	Со	mments:							
	If you had a position available would you consider hiring this student? YES NO								
		ere you and your intern able to follow the objectives and activities are ement? YES NO	s listed ir	the Inte	ernship	Learniı	ıg		

INTERNSHIP PROGRAM EVALUATION

Please answer the following with an "X" in the appropriate area. Comments are encouraged.

		Yes	Uncertain	No
1.	Did you have a positive experience with the internship program?			
2.	Would you like to participate in the internship program again?			
3.	Were you able to maintain an open line of communication with your intern's faculty supervisor?			
4.	Did you receive adequate information regarding the program to make you an effective site supervisor?			

Average

Comments:

How would you rate the internship program? Check one.

Excellent

Very Good

🗌 Minimal

Unacceptable

Please make any suggestions or comments regarding the internship program.

Site Supervisor's Signature

Date

State University of New York College of Agriculture and Technology at Cobleskill thanks you for participating in this internship program. We appreciate the time and effort you have contributed to its success and to the success of your intern. We hope it was a positive and learning experience for you as well as your intern.

Site Supervisor's Name:	Date:
Title/Position:	Telephone:
Mailing Address:	
Email Address:	
Thank you for taking the time to complete this evaluati	ion. Please mail, email or fax form to:
Faculty Supervisor:	
Email:	
State University of New York College of Agriculture and	l Technology at Cobleskill, Cobleskill, NY 12043
If you choose to send this back electronically, please send	l as an attachment from your email account.