UNIVERSITY OF NORTHERN IOWA
EMPLOYER'S/ORGANIZATION'S
EVALUATION OF INTERNSHIP

STUDENT NAME: _____

EMPLOYER NAME: _____

EMPLOYER INSTITUTION: _____

EMPLOYER ADDRESS: _____

_____

EMPLOYER PHONE #: _____

MIDTERM or FINAL EVALUATION: _____

INSTRUCTIONS: The student's immediate supervisor should complete this evaluation of the student's performance. The evaluation of student interns is an important part of the learning process. Your objective evaluation, comparing the student with other students of comparable academic level, with other entry level personnel, or by individual standards, will be very helpful to the student's professional development. Remarks are particularly helpful; feel free to extend your comments to an attached page.

For each item below, selesct the number that best describes your assessment of the student's performance, using the following scale:

5 = outstanding;
4 = good;
3 = adequate, student met expectations but could use some improvement;
2 = needs significant improvement (please explain in "Additional Comments" below);
1 = not acceptable (please explain in "Additional Comments" below).
NA = Not Applicable

ATTITUDES & BEHAVIORS	**1**	**2**	**3**	**4**	**5**	**N/A**
Initiative: proceeds well on his/her own, act independently.	○	○	○	○	○	◉
Attitude: interested, enthusiastic and industrious.	○	○	○	○	○	◉
Learning: takes constructive criticism well and learns from mistakes.	○	○	○	○	○	◉
Judgment: makes the right decisions and exercises good judgment.	○	○	○	○	○	◉
Relationships with others/Teamwork: relates well with others.	○	○	○	○	○	◉
Dependability: reliable and completes assignments in timely manner.	○	○	○	○	○	◉

BASIC SKILLS	1	2	3	4	5	N/A
Verbal communication: speaks in a clear, complete, but concise manner.	○	○	○	○	○	◉
Written communication: writes in a clear, complete, but concise manner.	○	○	○	○	○	◉
Organization: demonstrates efficiency, productivity, and planning skills.	○	○	○	○	○	◉
Analytical/Math: understands and demonstrates effective analytical/math skills.	○	○	○	○	○	◉
Technology Proficiency/Software: entered position with appropriate skill set and learned new technology related skills for the internship/co-op position.	○	○	○	○	○	◉
Knowledge of field: demonstrates working knowledge and understanding of the career field (at an internship/co-op level).	○	○	○	○	○	◉

QUALITY OF EFFORT & OVERALL PERFORMANCE	1	2	3	4	5	N/A
Quality of effort: meets or exceeds expectations and standards.	○	○	○	○	○	◉
Professional demeanor: student maintains appearance, conduct, and attitude appropriate to the professional setting.	○	○	○	○	○	◉

GRADE

If you were to grade this student's performance based upon the demands of the internship, what grade would you assign (check one)?

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

COMMENTS:

What are the student's most outstanding qualities or accomplishments?

-

What areas or skills should the student strive to improve?

-

Career Potential: Do you believe the student has the qualities necessary to succeed if they were to pursue a career in this field?

-

Additional comments:

-

The supervisor is encouraged to discuss this evaluation with the intern. Have you discussed this report with the student? Yes ◉ No ○

Name of supervisor completing this evaluation:

(printed name)	(signature)	(title)
(date)	(e-mail address)	(telephone number)

Upon completion, please email, mail, or fax to David “Schmiddy” Schmid

Dr. David “Schmiddy” Schmid
Associate Professor, Postsecondary Education: Student Affairs
University of Northern Iowa
209 WRC
Cedar Falls, IA 50614-0241
david.schmid@uni.edu
319-273-6519 (Office)