

Supervisor Evaluation of Student Intern

Thank you for directing a SUNY New Paltz intern this semester. We appreciate your help in evaluating your intern's performance. This evaluation will provide SUNY New Paltz and the student with an indication of the student's abilities and constructive feedback to the student. Please have the person most familiar with the intern's performance complete this form so that the student may receive academic credit for the hours worked at your site.

Semester: _____ Year: _____

STUDENT INTERN INFORMATION

Student Name: _____

Internship Position and Organization Name: _____

SITE SUPERVISOR INFORMATION

Supervisor's Name: _____

Position Title/Organization: _____

Phone Number: _____ Email: _____

Date Evaluation was Discussed with Student: _____

The student intern completed (insert number) _____ hours of work at the internship site as agreed upon in the *Internship Agreement Form*. Site Supervisor, please initial here _____.

Satisfaction with Intern

Please rate your satisfaction by selecting that most closely matches the intern's skills and abilities.

	Very Dissatisfied	Dissatisfied	Neither Satisfied or Dissatisfied	Satisfied	Very Satisfied	Not Applicable
1. Specific job-related knowledge Demonstrates conceptual knowledge related to the work						
2. Specific job-related skills Uses specific technical skills related to the work being done						
3. Written communication Writes in a clear, concise and correct manner						
4. Verbal communication Speaks in a clear, concise and correct manner						
5. Computer skills Uses computers, software and other technological tools to perform required tasks						

Student Intern Performance Evaluation (continued)

	Very Dissatisfied	Dissatisfied	Neither Satisfied or Dissatisfied	Satisfied	Very Satisfied	Not Applicable
6. Critical thinking Evaluates their own thinking throughout the steps and processes used in problem solving and decision making						
7. Teamwork Interacts with others in ways that contribute to effective working relationships and achievement of goals						
8. Leadership skills Demonstrates leadership skills						
9. Ethics Understands ethical implications of business decisions						
10. Quality of work Performs tasks accurately and pays attention to detail						

Overall, how satisfied are you with this intern's skills and abilities as they relate to the internship?

Assessment of Work Ethic: Please assess the intern's work ethic and personal qualities as they relate to the primary activities of the internship. (Attach another sheet if necessary)

Assessment of Skills: Please describe the quality of the intern's work in developing professional-level skills and abilities in the work assigned.

If you are interested in having future SUNY New Paltz interns, initial here _____ .

Signatures (REQUIRED)

Intern (student) _____ **Date** _____

Site Supervisor _____ **Date** _____

Please return this form by one of the following means:

1. Upload to the Internship Seminar Blackboard -- Final Module.
2. If you are NOT enrolled in the Internship Seminar, then email to Nancy M. Heiz at heizn@newpaltz.edu

Thank you!