**INTERNSHIP EVALUATION**

**General information:**

*<This part contains at least 10 sentences providing the summary of the internship>*

**<Company>**

**INTERNSHIP EVALUATION**

**STUDENT NAME:**

**SUPERVISOR NAME:**

**INTERNSHIP START DATE INTERNSHIP END DATE**

**Please CHECK the category which best describes the student’s performance in each of these areas.**

1. FULFILMENT OF INTERNSHIP OBJECTIVES

🗆 All objectives adequately objectives

🗆 Most objectives fulfilled

🗆 Few objectives fulfilled

🗆 Objectives not met

Comments:

2. ACADEMIC PREPARATION OF THE STUDENTS

🗆 Excellent

🗆 Very good

🗆 Good

🗆 Average

🗆 Below average

Comments:

3. INTEREST IN WORK/RESEARCH

🗆 Very enthusiastic

🗆 Generally interested

🗆 Sometimes interested

🗆 Little interest or enthusiasm

Comments:

4. ABILITY TO LEARN

🗆 Exceptional ability to learn new concepts or tasks very quickly

🗆 Generally capable of learning new concepts or tasks within a reasonable time frame

🗆 Can learn with appropriate mentorship and guidance within a reasonable time frame

🗆 Requires more time to learn new concepts or takes even with mentorship

Comments:

5. INITIATIVE

🗆 Consistent self-starter and always strives to add value

🗆 Demonstrates some initiative on selected challenges

🗆 Acts voluntarily only in routine time matters

🗆 Always waits to be told what to do next

Comments:

6.INDEPENDENCE

🗆 Requires minimal supervision, very independent

🗆 Can usually work independently

🗆 Works well under adequate supervision

🗆 Requires constant mentorship or instruction

Comments:

7. ORGANIZATION/PLANNING

🗆 Very organized and always equipped with a plan of action

🗆 Generally organized and usually plans ahead

🗆 Occasionally not organized and unprepared for the tasks at hand

🗆 Generally not organized and ill-prepared for the tasks at hand.

Comments:

8. QUALITY OF WORK/RESEARCH

🗆 Very thorough. Outstanding attention to detail

🗆 Usually thorough. Generally, good work with very few errors

🗆 Work usually required review, satisfactory work, but may contain some errors

🗆 Work usually completed in a careless manner and constantly plagued with errors

Comments:

9. ANALYTICAL/PROBLEM SOLVING SKILLS

🗆 Always understands the problems at hand; regularly exercises critical thinking and systematic problem-solving. Carefully evaluates and selects among alternatives and successfully solvers problems with little assistance.

🗆Generally understands the problems at hand; good analytical skills but may require assistance in solving problems.

🗆 Sometimes understands the problems at hand; analytical skills are satisfactory and usually require assistance in solving problems

🗆 Usually poorly understanding of the problems at hand; experiences difficulty in evaluating and selecting among alternatives; consistently gets stuck in the problem-solving process.

Comments:

10. DEPENDABILITY

🗆 Completely dependable; worry-free

🗆 Usually dependable

🗆 Sometimes neglectful or careless

🗆 Unreliable

Comments:

11. ACCEPTANCE OF SUGGESTIONS AND CRITICISMS

🗆 Takes prompt action in response to suggestions and feedback from supervisor

🗆 Accepts suggestions and criticisms by supervisor and usually implements corrective behavior over time

🗆 Reluctantly accepts suggestions and criticisms by supervisor; very little demonstrated effort to improve.

🗆 Resents suggestions and criticisms by supervisor; no demonstrated effort to improve

Comments:

12. RELATIONS WITH OTHERS

🗆 Works very well with others

🗆 Work with other satisfactorily

🗆 Has difficulty with some individuals

🗆 General difficulty working with others

Comments:

13. ATTENDANCE AND PUNCTUALITY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Satisfactory | Good | Excellent |
| Attendance | 🗆 | 🗆 | 🗆 | 🗆 | 🗆 |
| Punctuality | 🗆 | 🗆 | 🗆 | 🗆 | 🗆 |

Comments:

OVERALL PERFORMANCE

🗆 Outstanding

🗆 Very Good

🗆 Good

🗆 Average

🗆 Marginal

Comments:

**EVALUATED BY:**

**OVERALL SCORE:**

**COMPANY’S SEAL AND SIGNATURE:**

**COMMENTS FROM STUDENT (If any)**

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