THE UNIVERSITY OF MISSISSIPPI

SITE SUPERVISOR’S FINAL EVALUATION OF
STUDENT PROGRESS IN THE INTERNSHIP

Student’s name_____________________________________________

Site Supervisor’s name________________________________________

Firm/Agency________________________________________________

Internship Start Date________ End Date________Number of hours worked_________

Please return this form to Dr. Carl Jensen by ______________. You may simply respond on this form and e-mail to carlj@olemiss.edu, or you may fax your response to 662 915-1957.

Indicate how satisfied you were with the intern’s performance using the following scale:

1. Far exceeded expectations; did an excellent job
2. Exceeded expectations; did a good job
3. Met minimal expectations; did a satisfactory job
4. Did not meet minimal expectations; did a below average job
5. Fell far below expectations; did a poor job

Supervisor’s Ratings

1. Professional appearance _____
2. Was punctual _____
3. Notified supervisor of intended absences or tardiness _____
4. Managed time effectively _____
5. Followed through on assigned tasks in a timely fashion _____
6. Demonstrated a sense of responsibility _____
7. Exhibited trustworthiness for confidential matters _____
8. Used supervision to good advantage _____
9. Took initiative when appropriate
10. Worked well with supervisor
11. Worked well with staff
12. Worked well with clients
13. Accepts and makes use of criticism
14. Exhibited a professional attitude at all times
15. Exhibited ethical behavior
16. Demonstrated a willingness to listen and learn—didn’t assume that he/she knew everything
17. Asked appropriate questions when given the opportunity
18. Demonstrated a personal commitment to developing professional competencies
19. Pride in work
20. Showed good attitude when asked to do a job—even the more menial tasks assigned
21. Demonstrated good English skills in verbal communication
22. Demonstrated good English skills in written communication

OVERALL EVALUATION OF STUDENT (1-5 scale with 1, outstanding; 3, average; and 5, poor)

Based on your association with this intern, would you hire him/her? YES NO

SITE SUPERVISORS: What specific actions can you suggest to help interns improve their future performance?

___________________________________________________Date_________________

Supervisor Signature