

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?

Supervisor Signature

Date _____