



# Middle Georgia State University

SCHOOL OF COMPUTING  
Department of Information Technology

## INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester.

SUPERVISOR INFORMATION								
NAME:				JOB TITLE:				
ORGANIZATION'S NAME:				PHONE NUMBER:				
EMAIL ADDRESS:								
INTERNSHIP INFORMATION								
STUDENT'S NAME:								
STARTING DATE (DD/MM/YYYY):				COMPLETION DATE (DD/MM/YYYY):				
ABOUT THE INTERN								
1. Please evaluate this student intern on the following items by checking the appropriate rating.			Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
	Arrived to work on-time							
	Behaved in a professional manner							
	Effectively performed assignments							
	Oral communication skills							
	Written communication skills							
	Computer Skills							
	Ability to work with others							
	Ability to adapt to a variety of tasks							
	Decision-making, setting priorities							
	Reliability and dependability							
	Attention to accuracy and details							

Willingness to ask for help and guidance							
Quality of work							
Demonstrated critical thinking and problem solving skills							
Making and meeting deadlines							
Seemed interested and in and enthusiastic about the internship experience							

2.	Describe the ways in which the intern's performance benefited your organization.						
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance?						
4.	What do you consider to be the intern's strengths?						
5.	In what areas does the intern need to improve?						
6.	Overall, how do you rate your experience with <b><u>this intern</u></b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>		

**ABOUT THE INTERNSHIP EXPERIENCE**

1.	What are your suggestions for improving the Department of Information Technology's internship program?
2.	Based on your experience, would you supervise other Department of Information Technology interns or recommend the internship program to others?
3.	Do you have any other comments that will help the Department and our students?

4.	Overall, how do you rate your experience with <b><u>this</u></b> <b><u>internship?</u></b>	Excellent	Good	Average	Poor
SUPERVISOR'S SIGNATURE			DATE		