



## Supervisor Evaluation of Internship Rubric

**Student Name:** \_\_\_\_\_

**Host Organization/Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Supervisor Title:** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_

**Supervisor Email Address:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. This evaluation form should be completed by the internship site supervisor or the individual who is most responsible for supervising the intern's work assignments.

The student's grade is partially based on your evaluation of his/her/their performance on each of the internship dimensions identified below. Use the evaluation rubric to assess the student's performance on each dimension by specifying a score based on the performance ratings and descriptors delineated in the rubric form. Candid and objective comments about the student's performance are also appreciated. Please add your relevant comments in the space provided in the form.

**Quality of Work:** The degree to which the student's work is thorough, accurate, and completed in a timely manner

**Ability to Learn:** The extent to which the student asks relevant questions, seeks out additional information from appropriate sources, understands new concepts/ideas/work assignments, and is willing to make needed changes and improvements

**Initiative and Creativity:** The degree to which the student is self-motivated, seeks out challenges, approaches and solves problems on his/her own, and develops innovative and creative ideas/solutions/options

**Character Traits:** The extent to which the student demonstrates a confident and positive attitude, exhibits honesty and integrity on the job, is aware of and sensitive to ethical and diversity issues, and behaves in an ethical and professional manner

**Dependability:** The degree to which the student is reliable, follows instructions and appropriate procedures, is attentive to detail, and requires supervision

**Attendance and Punctuality:** The degree to which the student reports to work as scheduled and on-time

**Organizational Fit:** The extent to which the student understands and supports the organization’s mission, vision, and goals; adapts to organizational norms, expectations, and culture; and functions within appropriate authority and decision-making channels

**Response to Supervision:** The degree to which the student seeks supervision when necessary, is receptive to constructive criticism and advice from his/her supervisor, implements suggestions from his/her supervisor, and is willing to explore personal strengths and areas for improvement

Supervisor Evaluation of Internship – Grading Rubric						
Evaluation Dimensions	Performance Rating					Score
	Needs Improvement		Meets Expectations		Excellent	
	1	2	3	4	5	
<b>Internship Evaluation Dimensions – Grading Criteria</b>						
Quality of Work	Work was done in a careless manner and was of erratic quality; work assignments were usually late and required review; made numerous errors		With a few minor exceptions, adequately performed most work requirements; most work assignments submitted in a timely manner; made occasional errors		Thoroughly and accurately performed all work requirements; submitted all work assignments on time; made few if any errors	
	<b>Comments:</b>					
Ability to Learn	Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and work assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements		In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements		Consistently asked relevant questions and sought out additional information from appropriate sources; very quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements	
	<b>Comments:</b>					
Initiative and Creativity	Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options		Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas		Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options	
	<b>Comments:</b>					
Character Traits	Regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior		Except in a few minor instances, demonstrated a positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner		Demonstrated an exceptionally positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner	
	<b>Comments:</b>					

## Supervisor Evaluation of Internship – Grading Rubric

Evaluation Dimensions	Performance Rating						Score
	Needs Improvement		Meets Expectations		Excellent		
	1	2	3	4	5	6	
<b>Internship Evaluation Dimensions – Grading Criteria</b>							
<b>Dependability</b>	Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision		Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision		Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision		
	<b>Comments:</b>						
<b>Attendance and Punctuality</b>	Was absent excessively and/or was almost always late for work		Was never absent and almost always on time; or usually reported to work as scheduled, but was always on time; or usually reported to work as scheduled and was almost always on-time		Always reported to work as scheduled with no absences and was always on-time		
	<b>Comments:</b>						
<b>Organizational Fit</b>	Was unwilling or unable to understand and support the organization’s mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations, and culture; frequently seemed to disregard appropriate authority and decision-making channels		Adequately understood and supported the organization’s mission, vision, and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels		Completely understood and fully supported the organization’s mission, vision, and goals; readily and successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels		
	<b>Comments:</b>						
<b>Response to Supervision</b>	Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; seldom if ever implemented supervisor suggestions; was usually unwilling to explore personal strengths and areas for improvement		On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; implemented supervisor suggestions in most cases; was usually willing to explore personal strengths and areas for improvement		Actively sought supervision when necessary; was always receptive to constructive criticism and advice; successfully implemented supervisor suggestions when offered; was always willing to explore personal strengths and areas for improvement		
	<b>Comments:</b>						

### Summary Performance Ratings on Internship

Evaluation Criteria	Score (from above)
Quality of Work	
Ability to Learn	
Initiative and Creativity	
Character Traits	
Dependability	
Attendance and Punctuality	
Organizational Fit	
Response to Supervision	
<b>Total Score</b>	

### Overall Performance Evaluation of Student Intern

Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

I have reviewed this evaluation with the student intern.	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, the date of review:	<b>Date of Review</b>	

**Comments:**

If a position were available within your organization/company, would you recommend this student for employment?	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

### Your Evaluation of Internship Program

We would very much appreciate your rating of our internship program and any suggestions that you may have for improving the program:

Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Suggestions for improvement:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Thank you very much for participating in our internship program and for taking the time to complete this evaluation. Your appraisal of our student's performance and your comments provide valuable feedback in our efforts to improve our curriculum and internship programs.

We appreciate the time you have invested and the effort you have made to help your intern to succeed. We hope that it was a positive learning experience for both of you.