

Intern Evaluation Form

Student's Name: _____

Place of Employment: _____

Supervisor's Name: _____

Type of Work: _____

Please complete this form and return it as soon as possible. We welcome all your comments and suggestions about the internship and the program of placing students in on-the-job training.

	FAILED	POOR	AVERAGE	GOOD	EXCELLENT
Ability to Work with Others					
Follows Instructions					
Adapts to Job					
Initiative					
Enthusiasm					
Appearance					
Academic Preparation					
Technical Preparation/Art Skills					
Writing/Communication Skills					

Please provide general comments including a brief description of the Intern's projects and his/her accomplishments.

ADDITIONAL QUESTIONS ON REVERSE SIDE

What grade do you recommend?	A (Excellent)	B (Good)	C (Average)	D (Below Average)	F (Failure)

Signature of Supervisor/Evaluator

Title

Date

Please Comment On:

1 A brief narrative evaluating the project of work, comparing expectations with accomplishment.

2 The value of the project to the business or institution.

3 The effort the supervisor expended and the value received for it.

4 Suggestions for expanding or improving the internship relationship.

At the end of the student's internship, please return completed form to:

Hayson Morton

School of Art and Design
Visual Arts Center
927 Third Avenue
Huntington, WV 25701