

Penn State University
Smeal College of Business Internship Program
Supervisor Evaluation of Student

Intern Name Major Employment Year
Work Period: Spring Spring/Summer Summer Summer/Fall Fall
Employer: Supervisor:

Instructions:

- 1) Form to be completed by student's immediate supervisor.
2) Discuss this appraisal with the student prior to student's departure.

Describe briefly this student's work assignment.

Three horizontal lines for describing the student's work assignment.

Rate the student's performance on the following as they apply to the experiences available to her/him in the internship assignment described above. Feel free to comment more in depth in the space provided.

1. Overall attitude toward work and assignments: 1 2 3 4 5 6 7 8 9 Unsatisfactory Outstanding

2. Effectiveness in execution of assignments: 1 2 3 4 5 6 7 8 9 Unsatisfactory Outstanding

3. Dependability: 1 2 3 4 5 6 7 8 9 Unsatisfactory Outstanding

4. Relations with others: 1 2 3 4 5 6 7 8 9 Unsatisfactory Outstanding

5. General maturity: 1 2 3 4 5 6 7 8 9 Unsatisfactory Outstanding

continue

Note any personal traits not already mentioned that would help this student develop into a competent professional.

Note any personal traits not already mentioned that might hinder his/her development.

In thinking back over your relationship with this student, do you feel that your opinion of his/her performance as an intern has been strongly influenced by one or two outstanding incidents or traits, or is it more a general and overall impression? (If influenced by specific incidents please explain briefly what these were.)

What kind of feedback have you provided this student about his/her performance during this work period? In what way has work progress been reviewed, and how often?

How has this student responded to your suggestions for carrying out his/her work assignments?

Penn State requires a grade for each intern. Please indicate the overall rating that you assigned to this student below. Please remember that internships/co-ops are learning experiences and take that into consideration when you are assigning a grade. These grades will appear on the student's transcript.

Excellent (A)	Very Good (B)	Average (C)	Marginal (D)	Unsatisfactory (F)

Has the general content of this report been discussed with the intern? _____. If so, by whom and when? _____

Has an offer of employment been made? _____ Do you expect to make an offer within the next year? _____

Your Name _____ Date _____ Telephone Number _____ Ext _____ Email _____

THANK YOU FOR TAKING TIME TO COMPLETE THIS COMPREHENSIVE REPORT!

Please keep a copy of this form and return the original to:

Katelyn Long, kll22@psu.edu

Penn State University; Smeal College Internship Program

114 Business Building; University Park, PA 16802-3603;

Phone: 814-865-6955

<http://www.smeal.psu.edu/recruit/undergrad>