

SAMPLE STUDENT EVALUATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON



Dear Intern Supervisor:

Thank you for accepting one of our students as an intern in your office this semester. You have the gratitude of UNCW for providing a rewarding and educational experience for the student; and we trust that this has been beneficial to your office as well. We certainly hope that we will be able to maintain this mutually beneficial relationship with your organization and that you will continue to employ our Program participants.

This form is designed to evaluate the intern working in your office. Your comments will aid us in evaluating the student's overall internship experience. Please bear in mind that your comments will be used to arrive at the final grade. We hope that you schedule an evaluation meeting with the intern to discuss candidly the quality of his/her performance. As part of the learning experience, we also strongly encourage you to share this evaluation with the student in a face-to-face meeting. If you wish, you may provide the intern with a copy of the completed evaluation before returning it to the UNCW Faculty Internship Supervisor in a sealed, signed envelope.

This evaluation form will become a very important part of the student's file as they return to UNCW to continue with classes or seek full-time employment after graduation.

In addition to this evaluation, please consider writing a letter of recommendation, which the student may take with him/her before the semester ends. If you do write a letter, please feel free to include a copy with this evaluation for the student's file.

Please return the complete evaluation to the intern in a sealed envelope. Please sign over the seal to insure confidentiality. Many thanks for your support!

Sincerely,

UNCW Faculty Internship Supervisor

INTERNSHIP EVALUATION



Intern Name: _____

Organization: _____

Site Supervisor: _____

Faculty Internship Supervisor: _____

Please write a short narrative with respect to the following items:

1. Briefly, what are the types of work assigned to the student during the semester?
2. Was the student able to complete a suitable portion of the assignments? Were you satisfied with them? (If not, please explain.)
3. How would you rate the following skills as demonstrated in the assignments that the intern performed?
 - (a) Research skills (ability to gather relevant information in a systematic manner):
 - (b) Analytical skills (analysis and application in a problem-solving situation):
 - (c) Written expression:
 - (d) Initiative:
 - (e) Personal organization:
 - (f) Dependability:
 - (g) Promptness
4. Did the intern have a good personal relationship with his/her fellow workers?
5. What traits may be of particular help in his/her future work experience?
6. What traits may hinder the intern in his/her future work experience?
7. What is your overall evaluation of the intern (in terms of adaptability, competence, personality, general skills)?
8. Would you like to employ another UNCW student intern in the future?
9. Overall/additional comments which we may use in writing recommendation letters for this student in the future.

Your Signature _____

Date _____