



SITE SUPERVISOR'S EVALUATION REPORT: [] MIDTERM [] FINAL

(Check one)

DIRECTIONS to Student: Please fill in (a) your name and (b) the number of hours you worked to date, as well as (c) the name of your Faculty Sponsor at the bottom of page 2. Then give the form to your site supervisor to complete and return to SVC.

Name of Student Intern: _____

How many hours of work have you completed to date? _____ (Please attach a copy of your time log.)

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DIRECTIONS to Site Supervisor: Please complete the following evaluation report and return it to the intern's Faculty Sponsor at SVC. Use the ratings below to indicate next to each quality your evaluation of the intern.

- 5 far exceeds expectations, 4 exceeds expectations, 3 meets expectations, 2 needs improvement, 1 unacceptable, 0 not applicable

PERSONAL QUALITIES

- _____ punctual, _____ consistent attendance, _____ industrious, _____ self-confident, _____ respectful of others, _____ neat/clean/appropriate appearance

PROFESSIONAL QUALITIES

- _____ willingness to accept responsibility, _____ performs tasks in a timely manner, _____ able to follow directions and adhere to procedures and policies, _____ seeks help when needed, _____ shows initiative, _____ demonstrates creativity, _____ demonstrates flexibility, _____ manages time effectively, _____ displays a spirit of cooperation and ability to work with colleagues

LEADERSHIP QUALITIES

- _____ sets appropriate objectives, _____ relates well with others, _____ resourceful, _____ analyzes problems effectively, _____ adapts to a variety of situations, _____ cares for equipment and property, _____ alert to health & safety, _____ demonstrates ability to plan, organize & schedule

COMMUNICATION SKILLS

- _____ verbally expresses self clearly and appropriately, _____ listens attentively, _____ professional writing skills, _____ contributes to meetings, _____ interacts appropriately with public, _____ appropriately receives praise and criticism

1. What do you consider the intern's most significant strengths?

2. How could the intern improve?

3. Please comment on the intern's general career potential:

4. Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire him/her?

Yes No Why?

5. Overall, the intern's work was *satisfactory* / *unsatisfactory* as required by the Cooperative Learning Contract.
 (circle one)

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At the time of the Final Evaluation, please answer the following questions about your experience of SVC's Internship Program overall:

1. Would you be interested in having another intern for a future semester? Yes No
Why?

2. Please comment on the overall internship program. What suggestions do you have for improvement?

Site Supervisor's Signature _____ Date: _____

Student's Signature _____ Date: _____

Please mail or e-mail to: Professor _____

Southern Vermont College
982 Mansion Drive, Bennington, VT 05201-6002

E-mail: _____