#### FINAL INTERN EVALUATION FORM/The University of Mississippi

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Internship Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the intern’s supervisor: Please complete this form and give it to the student in a sealed envelope signed across the flap. You are encouraged to discuss this evaluation with the student. Supervisors may also choose to fax the completed form directly to Crystal Jones at (662) 915-1954. This evaluation will be made available to the student once the student returns to campus. More than one item may be checked or highlighted in each category.

**Attitude Towards Work Dependability**

Very enthusiastic Completely reliable in following instructions

Positive and willing to work Meets obligations, needs little supervision

Shows interest most of the time Requires careful supervision

Somewhat indifferent Requires frequent follow-up on routine duties

Definitely not interested Unreliable even under close supervision

**Work Initiative Cooperative**

Recognizes work to be done Good team worker, well accepted, tactful

Does more than assigned, with direction Works well with others

Does average amount of assigned work Gets along satisfactorily

Sometimes tried to avoid work Has difficulty working with others

Low production, unreliable Unfriendly, rude, hard to get along with

**Quality of Work Public Relations**

Always does neat and accurate work Outstanding relationship with public

Usually produces high quality work Good relationship with public

Produces acceptable work Satisfactory in communicating with others

Inferior work is common Has difficulty in communicating with others

Does almost no acceptable work Frequently rude, unfriendly

**Adaptability Criticism**

Reacts very quickly to new situations Encourages constructive criticism

Easily learns new duties if given time Accepts constructive criticism well

Routine worker, needs detailed instruction May become defensive upon receiving criticism

Slow to learn and accept new duties Unable to accept criticism, takes offense

**Overall Performance:**

Outstanding Very good Good Average Marginal Unsatisfactory

Did the student meet the time and activity requirements as stipulated in the Internship Agreement?

Yes No

What were the intern’s most valuable skills?

Has this evaluation been discussed with the intern? Yes No

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_