



PROVIDENCE
COLLEGE

Student Intern Performance Evaluation

Note: This form is for use with academic internships at Providence College and is to be completed by the student intern's site supervisor and returned promptly to the student intern's PC faculty supervisor. The purpose of this evaluation is provide feedback on the student intern's workplace performance and is used by the faculty supervisor for academic purposes. Please evaluate the student objectively, comparing her/him with others assigned the same or similar tasks or with existing organizational standards. It is recommended that you discuss this evaluation with the student intern.

Intern Name: _____ Intern Title: _____

Internship Organization: _____

Site Supervisor: _____ Title: _____

Address (street, city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Student intern completed the TOTAL number of agreed upon internship hours? YES NO

Attendance: Good Fair Poor

Punctuality: Good Fair Poor

ABILITY TO LEARN: *knowledge or skill acquisition*

Excellent Good Average Fair Poor

Comments: _____

JUDGMENT/DECISION-MAKING: *explores and considers options, prioritizes and reaches decisions*

Excellent Good Average Fair Poor

Comments: _____

WORK PRODUCTIVITY & QUALITY: *assigned tasks are accomplished in an efficient and effective fashion*

Excellent Good Average Fair Poor

Comments: _____

INTERPERSONAL RELATIONS: *interacts with others effectively*

Excellent Good Average Fair Poor

Comments: _____

ATTITUDE & COOPERATION: *interest, enthusiasm and willingness to contribute*

Excellent Good Average Fair Poor

Comments: _____

OVER →

OVERALL PERFORMANCE: Excellent Good Average Fair Poor

Describe the student intern's strengths: _____

Describe areas requiring additional development: _____

Additional Comments: _____

Did you discuss this performance evaluation with the student intern? YES NO

Site Supervisor Signature: _____ Date: _____

Thank you for forwarding this form to the student intern's *faculty supervisor* as promptly as possible. *Faculty supervisor* contact information can be found below or on the *Learning Agreement* document completed at the start of the internship.

PC Faculty Supervisor Name: _____

Campus Address: _____