

Supervisor Final Evaluation

Department of English Internship

Name _____

Date _____

Internship Site _____

Area _____

	Honors	Satisfactory	Unsatisfactory
<i>Professionalism.</i> Appearance, punctuality, respect			
<i>Responsibility.</i> Meets deadlines, completes jobs			
<i>Initiative.</i> Tackles new and different projects, keeps busy, looks for work, volunteers, solves problems independently			
<i>Human Relations.</i> Friendly, positive, willing to perform both menial and important tasks			
<i>Work Quality.</i> Honesty, integrity, hard worker, job commitment, seriousness of purpose.			
<i>Work Quality.</i> Neat, complete, thoughtful, correct format and mechanics.			
<i>Overall Performance Rating.</i>			

The intern's strongest characteristic:

The intern's weakest characteristic:

Supervisor's Signature	Date
<hr/>	<hr/>
Student Intern's Signature	Date
<hr/>	<hr/>