

Organization \_\_\_\_\_ Date \_\_\_\_\_

### CSUS 493 Prof. Internship Mid-Term Evaluation by Organization Supervisor

Intern: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

*Rate each item: 5= Always; 4=Mostly; 3= Half the time; 2=Occasionally; 1= Never; NA=Not applicable*

**A. Intern Performance:**

**Comments:**

- 1. On time \_\_\_\_\_
- 2. Takes initiative \_\_\_\_\_
- 3. Demonstrates good work ethic \_\_\_\_\_
- 4. Cooperative \_\_\_\_\_
- 5. Makes effective decisions \_\_\_\_\_
- 6. Follows through on completing tasks \_\_\_\_\_
- 7. Demonstrates leadership \_\_\_\_\_
- 8. Effective supervisor (if applicable) \_\_\_\_\_

**B. Intern Relationships**

**Comments:**

- 1. Relates effectively to clientele \_\_\_\_\_
- 2. Relates effectively to other employees \_\_\_\_\_
- 3. Exhibits professional behavior \_\_\_\_\_

**C. Intern Rapport**

**Comments:**

- 1. Inquisitive \_\_\_\_\_
- 2. Fits into team(s) \_\_\_\_\_
- 3. Accepts supervision/criticism \_\_\_\_\_
- 4. Improves behavior per supervision \_\_\_\_\_
- 5. Makes effective suggestions \_\_\_\_\_

**D. Intern Attitude**

**Comments:**

- 1. Confident \_\_\_\_\_
- 2. Makes continued efforts to improve \_\_\_\_\_
- 3. Enthusiastic \_\_\_\_\_
- 4. Interested \_\_\_\_\_

**E. Intern Organizational Fit**

**Comments:**

- 1. Shows understanding of org. mission \_\_\_\_\_
- 2. Demonstrates appropriate knowledge \_\_\_\_\_
- 3. Demonstrates appropriate skill \_\_\_\_\_
- 4. Fits in with organization as a whole \_\_\_\_\_

What are the key actions by the student needed to help complete a successful internship?

What are the key actions by your organization needed to help complete a successful internship?