**Student Intern Evaluation**

***Business Partner Internship***

***Mid and End of Term***

***Evaluation***

To be completed by Business / Community Partner

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide your candid evaluation of the intern student. Students receive a maximum of \_\_\_ points based on your evaluation of their performance. These points are reflected in the major grades that they earn at the mid-point and end of their internship assignment.

On a scale of 1 to 5, with 1 being Unacceptable and 5 being Exceptional, please evaluate the intern on the following characteristics:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Unacceptable | Needs Improvement | Average | Above Average |  Exceptional |
| Dependability | 1 | 2 | 3 | 4 | 5 |
| Attendance | 1 | 2 | 3 | 4 | 5 |
| Completion of projects | 1 | 2 | 3 | 4 | 5 |
| Quality of work | 1 | 2 | 3 | 4 | 5 |
| Ability to Communicate | 1 | 2 | 3 | 4 | 5 |
| Ability to work on teams | 1 | 2 | 3 | 4 | 5 |
| Problem Solving Skills | 1 | 2 | 3 | 4 | 5 |
| Use of good judgment | 1 | 2 | 3 | 4 | 5 |
| Professional attire | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Skills related to this placement | 1 | 2 | 3 | 4 | 5 |

*What do you perceive to be this student’s greatest strengths?*

*In what area(s) does this student need to improve?*

*Please email (**soederr@perry-lake.org**) or fax (440-259-9290) this form to the attention of the Internship Supervisor, Rita Soeder, at Perry Local Schools. Should you have additional questions, you can also contact the Director of Student Services and College & Career Readiness, Amy S. Harker.* *harkera@perry-lake.org* *or phone (259-9200 ext. 9201).*

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*School Use Only- (To Be Completed By Internship Supervisor)*

*Internship Attendance & Completion (\_\_\_\_\_ Points) \_\_\_\_\_\_\_\_\_\_*

*Daily Journal & Time Sheet (\_\_\_\_\_ points) \_\_\_\_\_\_\_\_\_\_*

*Presentation of Experience (\_\_\_\_\_points) \_\_\_\_\_\_\_\_\_\_*

*TOTAL GRADE POINTS \_\_\_\_\_\_\_\_\_\_*