

The University of Texas at Dallas
School of General Studies

INTERNSHIP PROGRAM FINAL EVALUATION

Student _____

Site Supervisor (please print) _____

Site Supervisor (please sign) _____

Date _____

You may use the following format or write a letter of evaluation for the student. In order to meet the deadline for grades, please **return by November 29.**

Student's strengths:

Student needs to improve:

Ways student could increase their marketability for a career in this field:

Overall work performance:

SUPERVISOR EVALUATION OF INTERNSHIP EXPERIENCE

Please use the following scale to answer the questions:

		Not	At All	1....2....3....4....5....	Completely
1	Intern clearly understood assignments	1	2	3	4 5
2	Intern was cooperative and helpful	1	2	3	4 5
3	Intern performed valuable services	1	2	3	4 5
4	Fellow workers seemed resentful of the intern	1	2	3	4 5
5	Intern learned new skills	1	2	3	4 5
6	Duties were consistent with intern's abilities		1	2	3 4
7	I took into account the intern's other academic commitments when giving assignments	1	2	3	4 5
8	Intern took more supervision than I expected		1	2	3 4
----- <i>Intern had:</i>					
9	Opportunity to develop human relations skills	1	2	3	4 5
10	Opportunity to develop communication skills	1	2	3	4 5
11	Opportunity to use critical thinking skills	1	2	3	4 5

12	Internship was challenging for the student	1	2	3	4 5
13	Intern met my prior expectations	1	2	3	4 5
14	I was unsure how to best use an intern	1	2	3	4 5
15	Student was adequately prepared for this internship by previous academic work	1	2	3	4 5
16	Student was adequately prepared for this internship by previous job experience	1	2	3	4 5

17	Student was adequately prepared for this internship by previous personal skill development	1	2	3	4	5
18	It was difficult to schedule this intern	1	2	3	4	5
19	It was easy to give feedback to the intern	1	2	3	4	5
20	Intern had many conflicts at this site	1	2	3	4	5
21	This intern took more of my time than I expected	1	2	3	4	5
22	If possible, I would want the intern to continue to work at this site	1	2	3	4	5

-----*My motivation for accepting an intern this site:*

23	I enjoy mentoring students		1	2	3	4
5						
24	Decision was made by others in company	1	2	3	4	5
25	Feel need to provide service to community	1	2	3	4	5
26	Previous interns did well	1	2	3	4	5
27	Students provide cheap labor	1	2	3	4	5
28	Other _____					

29	Would you recommend others in your organization use an intern?	1	2	3	4	5
30	Would you recommend others in your field in other organizations use an intern?	1	2	3	4	5
31	I helped the intern make good contacts for future job hunting	1	2	3	4	5
32	Intern needs further training to continue in this career field	1	2	3	4	5
33	Was this intern paid for their internship work? How much? _____	YES			NO	
34	Student was offered a job at this site Pay was entry level ___ mid-level ___ high level ___	YES			NO	
35	Internship Director at UTD was helpful	1	2	3	4	5
36	I had adequate contact with Internship Director	1	2	3	4	5

37 Supervision at the University was adequate 1 2 3 4 5

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Not At All 1.....2.....3.....4.....5 Completely

38 University paperwork needs were clearly spelled out 1 2 3 4 5

39 University paperwork needs were burdensome 1 2 3 4 5

40 I had difficulty complying with University needs 1 2 3 4 5

41 I would accept future interns from UTD 1 2 3 4 5

42 Overall rating for intern:

Excellent ___ Very Good ___ Good ___ Not so Good ___ Poor ___

43 Field of internship:

Accounting ___ Communications ___ Counseling ___ Human Resources ___

Law ___ Management ___ Marketing ___ Public Relations ___

Real Estate ___ Social Services ___ Computers/Engineering ___

Other: _____

44 General comments and suggestions for improving the Internship Program:

Please return to: Dr. Susan P. Chizeck
The University of Texas at Dallas
School of General Studies
P.O. Box 830688, MS GR26
Richardson, Texas 75083-0688
(972-883-2354)