

Lee Honors College
Western Michigan University
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SUPERVISOR'S EVALUATION OF STUDENT'S FIELD EXPERIENCE

Please mail back by: _____

Student Name _____ Telephone # _____

Internship Dates: Started: _____ Ending: _____ Approx. hrs. Worked: _____

Supervisor: _____ Telephone # _____

Company / Organization: _____

Address: _____

Email Address: _____

DIRECTIONS: Please rate the student comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with your organization's standards for a trainee.

Relations with others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

Initiative

- Exceptionally able as self-starter
- Frequently initiates ideas or actions
- Usually is self-starter
- Often must be told to take action
- Consistently lacks initiative

Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

Quantity

- Excellent
- Very good
- Average
- Below average
- Very poor

Attitude - Application to Work

- Outstanding in enthusiasm
- Very interested & industrious
- Average in diligence & interest
- Somewhat indifferent
- Definitely not interested

Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Ability to Learn

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

Overall Performance:

Unsatisfactory	Marginal	Average	Very good	Outstanding

Highlight a few of the **specific strengths** (accomplishments, unusual talent/skills, curiosity, willingness to learn, personality traits, and so on) that this student has shown during the internship?

Please describe in detail **any problems** encountered during the internship. Were these problems resolved or managed successfully?

Was this internship **mutually beneficial** for both the intern and your organization?

Did the student's **coursework adequately prepare** him or her for the internship? How so?

If you had an entry-level opening in your organization, would you want to consider this person for the position?
Please circle:

Yes, with enthusiasm Might consider No

Signed _____ Title _____ Date _____
(Supervisor)

NOTE: Please fax, email, or mail completed evaluation in your company's envelope directly to:

WMU Faculty Supervisor: _____

Department: _____

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