



Department of Geography and Environment

Course: GENV 374/375

Supervisor Evaluation of Internship/Practicum

Please complete, print and sign this evaluation form at the end of the student's internship with your agency/company. You may choose to discuss the completed evaluation with the intern to help in his/her professional development or if you would like to give confidential feedback then please put the evaluation in a sealed envelope. The completed evaluation form should be given to the student intern as it must be submitted with his/her final report or portfolio assignment to the Internship/Academic Coordinator.

Name of Student Intern	Semester of Internship (FA/SP/SU and Year)
Name of Agency/Company	Internship Department
Name of Supervisor	Title/Position
Supervisor's Email	Phone
Date of Evaluation	

Internship Job Description (Note: you may attach it to this form):

Part 1: Please use the scale below to evaluate/rate the student intern’s performance in the area provided below. Check the box with an “X” for the number that best reflects your assessment, agreement or disagreement with each of the statements below.

1	2	3	4	5	6
Unsatisfactory Performance: did not meet expectations	Fair Performance: somewhat met expectations, but needs improvement	Satisfactory Performance: met expectations	Above Average Performance: met and exceeded expectations	Outstanding Performance: superior and exceeded expectations	Not Observed: not able to assess performance

A	General Workplace Performance	1	2	3	4	5	6
	i. Attendance - did not miss work without tangible reasons						
	ii. Punctuality – always arrived at work on time						
	iii. Attitude - acceptable behavior in the workplace						
	iv. Ethics – ability to follow all ethical guidelines of the agency, including work, dress code, and internet use.						
	v. Interpersonal Relations – ability to interact with staff and clients professionally						
	vi. Adaptability to agency’s current and/or changing policies						
	vii. Motivation - self-motivated, enthusiastic about responsibilities						
	viii. Critical Thinking – ability to ask appropriate questions						
	ix. Learnability - willingness to learn and accept criticisms						

B	Specific Position Assignment(s) Performance	1	2	3	4	5	6
	i. Sufficient knowledge and skills to perform tasks						
	ii. Verbal/Oral communication skills						
	iii. Written communication skills						
	iv. Presentation skills – e.g., presentation of information to clients, supervisors, visitors, etc.						
	v. Computer & technical skills – used the appropriate technology and techniques required for the position						
	vi. Professionalism – competence for responsibilities						
	vii. Analytical skills – assessed problems and took appropriate action						
	viii. Creativity and Initiative – ability to work independently and to take initiative to get jobs done regardless of obstacles, etc.						
	ix. Ability to multitask – ability to handle different assignments simultaneously, responsibly, and without complaining						
	x. Time management skills – always meeting deadlines						
	xi. Ability to prioritize						
	xii. Teamwork – effectiveness in working with peers and supervisors on projects, etc.						

C	Overall Performance	1	2	3	4	5	6
	i. How would you assess the intern’s overall quality of work, e.g., provided accurate and thorough reports?						
	ii. How would you evaluate his/her overall performance?						

