

Internship Final Evaluation Form

College of Health Sciences

The University of Memphis

Memphis, TN 38152

(To be completed by Site Supervisor at the end of the internship)

Name of Student Intern _____ Date _____

Name of Site Supervisor _____

Name of Site: _____ Telephone #: _____

Site Address: _____

Instructions: Please indicate your evaluation of the student's performance on each of the factors listed below by circling the proper number on each scale. Once completed, please share the report with the intern, obtain signatures, and forward it to the student's University Supervisor.

Productivity: Use of time and facilities; actual quantity of work produced in meeting the objectives and requirements of the internship.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Quality of Work: The degree of thoroughness, accuracy and professionalism exhibited in completing internship tasks and responsibilities.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Dependability: The degree of consistency in performing internship responsibilities.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Initiative: The degree to which the intern is a self-starter and takes appropriate.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Quantity of work: Consider the volume of work done under everyday conditions. Does the student normally complete the work schedule or assignments?

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Communication: Degree of skill and ability to express thoughts on paper, reports, projects, etc., and command of language and ability to speak to others.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Attendance and Punctuality: Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Knowledge and Preparation: The degree of competency, skill, and understanding in carrying out assigned responsibilities and willingness to make adequate preparation for completion of new tasks.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Adaptability: The degree of flexibility and ability to adjust to a variety of situations as related to this specific internship setting.

1	2	3	4	5	6	7	8	9	10
Unsatisfactory Performance		Needs Improvement			Average Performance			Above Average Performance	

Professionalism: Considering all the above qualities, does the student possess the potential for becoming a competent professional

1	2	3	4	5	6	7	8	9	10
Not likely to become a competent professional		With extensive supervision might become a competent professional			Should become a good professional			Should become an excellent professional	

Total Score: _____

Comments: _____

Site Supervisor

Date

Student Intern

Date

University Supervisor

Date