



Internship info

S3 Intern Evaluation Form

Your organization:

Intern's name:

Supervisor:

Supervisor's email:

Supervisor's direct phone number:

Review period

- ☐ Midterm evaluation
- ☐ Final evaluation

Skills

This evaluation should be filled out by the intern's supervisor. This evaluation will be used as an aid in determining the student's grade for the internship. Your assessment of the intern's experience and performance will be combined with his/her performance of the requirements set by the Sports Sponsorship & Sales program to determine the final grade.

	Poor										Excellent				
	0	1	2	3	4	5	6	7	8	9	10				
Communication: verbal & oral skills															
Communication: writing skills															
Honesty/Integrity															
Teamwork: works well in a group															
Interpersonal skills: gets along well with others															
Initiative/self-starting															
Strong work ethic															
Analytical & problem-solving skills															
Flexibility & adaptability															
Organizational skills															

Punctuality

Punctuality

Consistently on-time



Almost always on time



Occasionally late



Consistently late



Second Mile

In completing internship responsibilities, to what extent did the student not just meet expectations (went the first mile), but exceeded expectations (went the second mile)?

	Fell far below expectations -3	-2	-1	Met expectations 0	1	2	Far exceeded expectations 3
Going the second mile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attitude

Please evaluate the intern on the following:

	Neutral							
Came prepared to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Slow to get started
Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Negative attitude
Independent worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Constantly needed direction
Great work ethic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lacked motivation

Performance

	Neutral							
Completed assigned tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Left tasks incomplete
Excellent work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Poor work quality
Volunteered for work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Had to be asked to get things done

Comments

What did the intern do well?

What areas need improvement?

Overall

How would you evaluate this student's performance?

- ☐ A = Excellent
- ☐ B+ = Very good
- ☐ B = Good

- ☒ C+ = OK, but not that good
- ☐ C = Don't send us anymore like this one

General comments:

Thank you for contributing to the learning and growth process for this student!
