

## On-Site Supervisor Evaluation Form: ART 3191.XX

Student \_\_\_\_\_ Work Period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

This evaluation is designed primarily to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student. Record your appraisal of the student's performance by writing the appropriate number in the blank before each item. For any items with a rating of "1 or "2," provide an explanation in the space provided. Use "N/A" if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

Beyond expectation Satisfactory Below expectation  
 5 4 3 2 1

### Core Workplace Skills

<p style="text-align: center;"><b>Communication Skills</b></p> <p>____ Express themselves clearly when speaking and writing</p> <p>____ Understands what others are saying by listening well and reading nonverbal messages</p> <p>____ Ability to communicate with staff</p> <p>____ Ability to communication with clients</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Problem Solving</b></p> <p>____ Delineates the components of a problem</p> <p>____ Views the problem from different vantage points</p> <p>____ Develops and tests possible solutions</p> <p>____ Collaborates with others to implement solutions</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Supervision</b></p> <p>____ Ability to seek and use help</p> <p>____ Openness to constructive criticism</p> <p>____ Ability to work independently</p> <p>____ Values continuous learning</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Project Management</b></p> <p>____ Organizes assignments</p> <p>____ Makes and meets deadlines</p> <p>____ Works collaboratively with others</p> <p>____ Develops realistic plans</p> <p>____ Stays focused on tasks/priorities</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Attitude</b></p> <p>____ Outstanding in enthusiasm</p> <p>____ Very interested and industrious</p> <p>____ Average in diligence and interest</p> <p>____ Somewhat indifferent</p> <p>____ Definitely not interested</p>	<p style="text-align: center;"><b>Additional Comments</b></p>

<p style="text-align: center;"><b>Dependability</b></p> <p>_____ Completely dependable  _____ Above average in dependability  _____ Usually dependable  _____ Sometimes neglectful or careless  _____ Unreliable</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Quality of Work</b></p> <p>_____ Excellent  _____ Very good  _____ Average  _____ Below average  _____ Very poor</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Punctuality</b></p> <p>_____ Regular  _____ Irregular</p>	<p style="text-align: center;"><b>Additional Comments</b></p>
<p style="text-align: center;"><b>Overall Rating of Performance</b></p> <p>_____ Excellent  _____ Very good  _____ Average  _____ Marginal  _____ Poor</p>	<p style="text-align: center;"><b>Additional Comments</b></p>

What suggestions or advice do you have for the student regarding further study or skill development that would be helpful for pursuing a career in this field? *(Attach additional sheet for further comments if needed)*

\_\_\_\_\_  
Signature of supervisor completing form

\_\_\_\_\_  
Date of review with student

\_\_\_\_\_  
Student's signature

**Return to:** Instructor of Internship course before the 10<sup>th</sup> week of the term