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| The Internship Program  Final Evaluation For Supervisors Of Towson University Interns | TUbackground |

Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern’s performance, review the evaluation with your intern, and then give the form to your faculty coordinator. Using the scale provided, please evaluate your intern’s performance. The rating scale is:

1 = Poor, 2 = Marginal, 3 = Satisfactory, 4 = Very Good, 5 = Exceptional, N/A = Not Applicable

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| **Preparation** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provided a persuasive, informative resume |  |  |  |  |  |  |
| Demonstrate effective interview skills |  |  |  |  |  |  |
| Showed appropriate initiative and follow up |  |  |  |  |  |  |
| Showed ability to relate coursework to experience |  |  |  |  |  |  |

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| **Communication Skills** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Provides accurate, complete & persuasive written communications |  |  |  |  |  |  |
| Communicates effectively with team members and supervisors (interpersonal & team) |  |  |  |  |  |  |
| Articulates another’s viewpoint through verbal and non-verbal cues |  |  |  |  |  |  |

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| **Critical Thinking** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses problem-solving techniques |  |  |  |  |  |  |
| Uses adaptable, flexible thinking |  |  |  |  |  |  |
| Uses critical thinking to produce comprehensive, supported conclusions |  |  |  |  |  |  |
| Use creative thinking methods to produce ideas |  |  |  |  |  |  |
| Distinguishes fact from opinion and critical from non-critical information |  |  |  |  |  |  |
| Develops several workable solutions to a problem |  |  |  |  |  |  |
| Demonstrates continuous learning |  |  |  |  |  |  |
| Shows common sense |  |  |  |  |  |  |

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| **Technology** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Uses software efficiently and effectively for writing, spreadsheets, presentations or design |  |  |  |  |  |  |
| Uses electronic mail, World Wide Web, Internet and other contemporary electronic services |  |  |  |  |  |  |

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| **Leadership Development and Ethics** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Accepts responsibility for one’s own actions |  |  |  |  |  |  |
| Resolve interpersonal and team conflicts |  |  |  |  |  |  |
| Open-minded to other views and values |  |  |  |  |  |  |
| Demonstrates effective team skills |  |  |  |  |  |  |
| Displays appropriate business behavior and appearance |  |  |  |  |  |  |
| Manages time and tasks |  |  |  |  |  |  |
| Attends work regularly and is punctual |  |  |  |  |  |  |

Please provide us with any constructive comments. An explanation of any 1 or 2 ratings will be essential to student development.

Work-site Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

Intern (Please Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

The Career Center 7/12/05