

Academic Supervisor Evaluation

(Student/Intern Name)

(Student's Major)

(Site)

(Supervisor's Title)

(Supervisor's Name)

Evaluation Period: FALL SPRING SUMMER

Year:

PURPOSE: This evaluation will assist in determining the student's grade. Your assessment of the student's learning experience, the attainment of goals, and the professional development achieved over the service period is valued.

PROCEDURE: Please write in the appropriate number 1 through 5 corresponding to the student's performance in each of these areas:

1 = Unacceptable 2 = Below Average 3 = Average 4 = Above Average 5 =
E x c e l l e n t

Basic Work Expectations

Arrives on time consistently. Informs supervisor and makes arrangements for absences. Reliably completes requested or assigned tasks on time. Completes required hours or days on site. Adheres to site norms about appearance, attire, conduct, language, etc.

Comments:

Basic Work
Expectations

Knowledge, Skills and Learning

Able to apply previously learned knowledge and skills to tasks at the site. Understands the goals and functions of the site. Receptive to learning when new information is offered. Actively seeks new information from staff or supervisor. Demonstrates an ability to learn, apply and understand new information. Understands concepts, theories and information.

Comments:

Knowledge,
Skills, Learning

Ethical Awareness and Conduct

Knowledgeable of ethical guidelines. Demonstrates awareness and sensitivity to ethical issues. Personal conduct is consistent with ethical standards. Consults with others about ethical issues if necessary.

Comments:

Ethical
Awareness &
Conduct

Interpersonal Relations

Appears comfortable interacting with clients/customers/staff. Initiates interactions and builds rapport. Communicates effectively and is sensitive and responsive to others' needs. Effectively conveys information and expresses own opinions.

Comments:

Interpersonal
Relations

Response to Supervision

Performs independently without excessive supervision. Actively seeks supervision when necessary. Receptive to feedback and implements suggestions from supervisor. Aware of and willing to further explore personal strengths and weaknesses.

Comments:

Response to
Supervision

Work Productivity

Completes required work according to established expectations and schedule. Written and/or verbal reports are accurate, factual, and presented in a professional manner.

Comments:

Work
Productivity

OVERALL

OVERALL

Would you recommend this student for employment following this project? YES NO

Comments:

Would you provide an internship opportunity to another Roosevelt University student?

YES NO MAYBE

ANY OTHER COMMENTS OR SUGGESTIONS:

Authorized By:

Date:

Thank you for your time and effort in supervising this intern and in completing this form.