



Southeast Missouri State University  
Department of Management and Marketing – MS5875  
Attn: Internship Coordinator  
One University Plaza, Cape Girardeau, MO 63701

## Organization's Evaluation of Internship Student

Student Intern Name \_\_\_\_\_ Work Period \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

**INSTRUCTIONS:** The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similar positions, or with individual standards. Remarks are particularly helpful and appreciated. This form should be completed at the end of the internship and mailed or faxed to the internship coordinator at the address above.

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### Attitude – Application to Work

- Enthusiastic
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

### Ability to Learn

- Learned tasks very well
- Learned work readily
- Average in understanding work
- Rather slow in learning
- Very slow to learn

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### Initiative

- Proceeds well on his/her own
- Frequently works well on own
- Does all assigned work
- Hesitates
- Must be pushed frequently

### Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

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### Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

### Relations with Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works very poorly with others

**Maturity - Poise**

- Poised and confident
- Has good self-assurance
- Average maturity and poise
- Infrequent self assertion
- Timid
- Brash

**Quantity of Work**

- Usually high output
- More than average
- Normal quantity
- Below average
- Low output and slow

**Judgment**

- Exceptionally mature judgment
- Above average
- Usually makes right decision
- Often uses poor judgment
- Consistently uses bad judgment

**Attendance**

- Regular
- Irregular

**Punctuality**

- Regular
- Irregular

**Overall Performance** (Please Circle One)

Outstanding     
  Very Good     
  Average     
  Marginal     
  Unsatisfactory

The student's outstanding personal qualities are:

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The personal qualities which the student should strive most to improve are:

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Additional Remarks:

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**Please complete at the end of the student's internship, review/discuss with the student intern, sign, date and return to the Internship Coordinator at the address on the heading.**

\_\_\_\_\_  
**Intern Signature**

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**Date of Review**

\_\_\_\_\_  
**Intern Supervisor Signature**