



AMERICAN COLLEGE

INTERNSHIP EVALUATION FORM

USED BY THE WORK SUPERVISOR	
Complete the necessary details and check (✓) the box of your choice in the evaluation areas so that an objective and fair picture regarding the student is presented. Following the first evaluation and the second evaluation make a copy of the completed form and give it to the student.	
Student Name (only surname in CAPITAL letters)	Student Number
Organization	Industrial Sector (e.g. Trade, Banking, Tourism)

1ST EVALUATION							
Date		Hours Completed					
EVALUATION AREAS		Performance					
Performance Indicators (1: Completely lacks, 2: Limited/Minimal, 3: Adequate/Average, 4: Above average, 5: Exceptional)		1	2	3	4	5	Mark
1	Academic knowledge: Student has sufficient academic knowledge. Understands concepts and applies knowledge on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Technical skills: Student possesses the technical skills required for this position. Uses appropriate technology for tasks. Uses technology to perform effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Analytical ability and judgment: Student demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems. Makes sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Accountability: Student is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Planning and organization: Student sets realistic goals. Organizes and prioritizes assigned tasks. Able to manage multiple assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Communication skills: Student demonstrates good oral communication skills. Writes clearly and concisely. Is willing to speak up, communicate information, and ask questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Ability to work in a team: Establishes credibility among team members. Shares information and resources with others. Assists and cooperates with co-workers. Demonstrates willingness to put forth extra time and effort. Assumes appropriate leadership role(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Personal integrity/ethical behavior: Demonstrates personal ethical standards and values that determine responsibilities to co-workers and the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Attitude towards the job: Shows enthusiasm in carrying out the assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Problem-solving/decision-making skills: Analyzes situations and takes appropriate action. Offers creative solutions to problems. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe. Resolves problems in an appropriate timeframe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation 1 Total mark %							



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Comments (regarding the above evaluation):

Suggestions for improvements:

Work Supervisor Name

Work Supervisor – Signature



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2ND EVALUATION							
Date		Hours Completed					
EVALUATION AREAS		Performance					
Performance Indicators (1: Completely lacks, 2: Limited/Minimal, 3: Adequate/Average, 4: Above average, 5: Exceptional)		1	2	3	4	5	Mark
1	Academic knowledge: Student has sufficient academic knowledge. Understands concepts and applies knowledge on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Technical skills: Student possesses the technical skills required for this position. Uses appropriate technology for tasks. Uses technology to perform effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Analytical ability and judgment: Student demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems. Makes sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Accountability: Student is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Planning and organization: Student sets realistic goals. Organizes and prioritizes assigned tasks. Able to manage multiple assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Communication skills: Student demonstrates good oral communication skills. Writes clearly and concisely. Is willing to speak up, communicate information, and ask questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Ability to work in a team: Establishes credibility among team members. Shares information and resources with others. Assists and cooperates with co-workers. Demonstrates willingness to put forth extra time and effort. Assumes appropriate leadership role(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Personal integrity/ethical behavior: Demonstrates personal ethical standards and values that determine responsibilities to co-workers and the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Attitude towards the job: Shows enthusiasm in carrying out the assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Problem-solving/decision-making skills: Analyzes situations and takes appropriate action. Offers creative solutions to problems. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe. Resolves problems in an appropriate timeframe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation 2 Total mark %							
Evaluation 1 & 2 Total mark %							
Letter grade							

Notes: To find the total mark you need to add up all the individual marks awarded.

The letter grade is the letter equivalent of the total mark according to the table below:

Mark	90-100	85-89	80-84	75-79	70-74	65-69	60-64	Below 60
Grade	A	B+	B	C+	C	D+	D	F



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Comments (regarding the above evaluation):

Suggestions for improvements:

Work Supervisor Name

Work Supervisor – Signature