**Internship Supervisor’s Mid Semester Evaluation**

Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The student-intern reports to work as scheduled and on time. YES \_\_\_\_ NO \_\_\_\_
2. The student-intern’s appearance and dress are appropriate. YES \_\_\_\_ NO \_\_\_\_
3. Please rate the student-intern’s performance in the following areas. Use a scale of 1 to 5 with 1 = unsatisfactory, 2=uncomplimentary, 3=fair, 4=commendable, 5=exceptional
	1. Communicates effectively in writing \_\_\_\_\_\_\_
	2. Demonstrates effective oral communication skills \_\_\_\_\_\_\_
	3. Asks pertinent and purposeful questions \_\_\_\_\_\_\_
	4. Handles multiple priorities efficiently and effectively \_\_\_\_\_\_\_
	5. Maintains responsibility for task/project until completion \_\_\_\_\_\_\_
	6. Uses good judgment when developing and evaluating alternatives \_\_\_\_\_\_\_
	7. Can initiate and convey ideas and gain support from others \_\_\_\_\_\_\_
	8. Adapts well to change \_\_\_\_\_\_\_
	9. Exhibits a positive and professional attitude \_\_\_\_\_\_\_
	10. Shows initiative; is self-directed when appropriate \_\_\_\_\_\_\_
	11. Quality of output/product \_\_\_\_\_\_\_
	12. Overall performance \_\_\_\_\_\_\_
4. What improvements could be made by the intern to enhance his/her employment opportunities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please see back of document for directions on submitting this form to the business department.**

**Forms can be submitted via the following address or to the email below:**

 William Gardner

 Penn State Fayette, The Eberly Campus

 206X Eberly Building

 2201 University Drive

 Lemont Furnace, Pa 15456

 **For email submissions:** wsg3@psu.edu.

For more information about internships or questions about this internship please call 724-984-3112