

EVALUATION OF STUDENT'S INTERNSHIP

Student Name: _____ Date: _____

Employer and Company Name: _____

Employer Address: _____

Phone #: _____ Fax #: _____

E-mail: _____

Please assign a numerical rating as well as adding comments, examples and observations to clarify meaning.

- | | |
|------------------|---|
| 5 Superior | Exceptionally high quality work that exceeds expectations |
| 4 Above Average | Consistently performs above the requirements of the position |
| 3 Average | Performs all duties commensurate with the demands of the position |
| 2 Below Average | Performance falls short in one or more areas of responsibility |
| 1 Unsatisfactory | Consistently falls short of competency in several areas of responsibility |

1. POSITION PERFORMANCE RATING

Quality of work produced _____

Ability to handle deadlines _____

Accuracy and thoroughness _____

Communications effectiveness _____

Original and creative thinking _____

Willingness to learn _____

Comments:

2. WORK HABITS RATING

Takes the initiative, self-starter _____

Accepts responsibility _____

Adjusts to non-routine assignments _____

Reacts well to criticism _____

Cooperative with others _____

Strong computer / technical skills _____

Comments:

3. PROFESSIONAL DEVELOPMENT

Does the student appear to be making satisfactory progress for his / her stage of development?

Yes _____ No _____

Comments:

4. WORK HABITS

Attendance: Regular _____ Irregular _____

Punctuality: Regular _____ Irregular _____

Comments:

5. OVERALL PERFORMANCE RATING

Superior _____ Above Average _____ Average _____ Below Average _____

Unsatisfactory _____

Comments:

WOULD YOU NOW CONSIDER THE STUDENT READY TO ENTER THE WORKFORCE?
IF NOT, WHAT AREAS NEED IMPROVEMENT?

HOW WELL PREPARED IS THE STUDENT TO PURSUE A CAREER IN THIS
PROFESSION?

WHAT SKILLS OR PRACTICES DO YOU FEEL WERE THE STUDENT'S STRENGTHS?

WHAT SKILLS OR PRACTICES IS THE STUDENT LACKING?

HOW CAN KCAI'S CURRICULUM BETTER PREPARE STUDENTS FOR A CAREER IN THIS PROFESSION?

HOW CAN THE KCAI CAREER SERVICES OFFICE BETTER SERVE YOUR NEEDS AS AN EMPLOYER OR INTERNSHIP/PRACTICUM SITE?

ADDITIONAL COMMENTS:

Site Supervisor Signature _____

Date _____

Please return the evaluation no later than one week prior to the end of the semester directly to: KCAI Career Services, 4415 Warwick Boulevard, Kansas City, MO 64111; or fax to: 816.802.3480; or e-mail to: rgandhi@kcai.edu.

Thank you!