

KANSAS CITY ART INSTITUTE

A four-year college of art and design

SITE EVALUATION

Student Name: _____ Date: _____

Employer and Company Name: _____

Employer Address: _____

Phone #: _____ Fax #: _____

E-mail: _____

Dear internship supervisor,

Please fill out this internship evaluation as completely as possible to help the faculty supervisor assign the student a grade for the internship. Sixty percent of the student's grade will come from section one of this evaluation.

SECTION ONE

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

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

INTERN PERFORMANCE RATING (20 points)

Ability to handle deadlines: _____ (out of 4) Accuracy and thoroughness: _____ (out of 4)

Communication effectiveness: _____ (out of 4) Willingness to learn: _____ (out of 4)

Original and creative thinking: _____ (out of 4)

Comments:

WORK HABITS RATING (20 points)

Takes the initiative, self-starter: _____ (out of 4) Accepts responsibility: _____ (out of 4)

Cooperative with others: _____ (out of 4) Reacts well to criticism: _____ (out of 4)

Adjusts to non-routine assignments: _____ (out of 4)

Comments:

PROFESSIONAL DEVELOPMENT RATING (20 points)

Demonstrates ability to prioritize set goals: _____(out of 4)

Exhibits professional behavior, attitude and attire: _____(out of 4)

Makes good use of his/her time: _____(out of 4)

Quality of work produced: _____(out of 4)

Strong technical and/or computer skills: _____(out of 4)

Comments:

SECTION TWO

DID THE INTERN ASK PERTINENT QUESTIONS AND UTILIZE APPROPRIATE RESOURCES TO REACH HIS/HER INTERNSHIP GOALS?

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

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

WHAT CONSTRUCTIVE FEEDBACK CAN YOU PROVIDE TO HELP THE INTERN GET EVEN MORE OUT OF THIS EXPERIENCE?

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 INTERNSHIP SITE?

ADDITIONAL COMMENTS:

Site Supervisor Signature _____

Date _____

Please return the evaluation no later than December 4th 2009 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!