

Internship Midterm Evaluation

SCHOOL OF BUSINESS, LUMPKIN COLLEGE OF BUSINESS AND APPLIED SCIENCES



Intern

Internship Employer

Internship Site Supervisor

Semester

Section 1: To be completed by the Intern

Indicate the availability of the following learning opportunities thus far by marking an X in the appropriate column:	Available	Not Available
Orientation to the organization	<input type="checkbox"/>	<input type="checkbox"/>
Training for assigned duties	<input type="checkbox"/>	<input type="checkbox"/>
Access to supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with other staff	<input type="checkbox"/>	<input type="checkbox"/>
Development of new skills	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to work toward completion of Learning Objective One	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to work toward completion of Learning Objective Two	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to work toward completion of Learning Objective Three	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS		

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Intern

Section 2: To be completed by the Internship Site Supervisor

Please evaluate the intern's performance thus far by marking an X in the appropriate column:	Satisfactory	Not Satisfactory
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work completed	<input type="checkbox"/>	<input type="checkbox"/>
Timely completion of work	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>
Observance of employer rules, policies, & procedures	<input type="checkbox"/>	<input type="checkbox"/>
Business etiquette	<input type="checkbox"/>	<input type="checkbox"/>
Progress toward achieving Learning Objective One	<input type="checkbox"/>	<input type="checkbox"/>
Progress toward achieving Learning Objective Two	<input type="checkbox"/>	<input type="checkbox"/>
Progress toward achieving Learning Objective Three	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS		

We have reviewed and discussed Sections 1 and 2 of the Midterm Evaluation.

Signature of Intern

Date

Signature of Internship Site Supervisor

Date

If the learning objectives need to be revised to more accurately reflect the intern's assignment and expected performance, please update the learning objectives and attach a copy to this evaluation.