



SITE SUPERVISOR EVALUATION FORM

Some departments may provide students and employers with their own forms

Dear Site Supervisor:

Thank you for supervising an Emmanuel College student. Please rate the intern in the following areas and return this form via mail, fax or email to: 617-264-7695 (fax) or careercenter@emmanuel.edu. Your feedback will be considered when determining the student's final grade.

INTERN'S NAME: _____

	excellent	above average	average	below average
Initiative				
Punctuality in Projects				
Accuracy of Assignments				
Punctuality in Attendance				
Written Communication				
Verbal Communication (General)				
Interpersonal and Interaction with Others				
Group Presentation Skills				
Assertiveness				
Professional Demeanor				
Overall Performance				

What areas of growth did you find most noticeable in the student?

What do you feel are the areas in which the student should continue to develop?

What additional comments do you have which will help in the evaluation of this student?

Would you recommend this student for an entry-level position?

What grade would you give this student based on his/her performance during the internship?

(A=Superior, B=Good, C=Acceptable, D= Minimally Acceptable, F=Failure)

Site Supervisor's Name: _____

Organization Name: _____

Email: _____ Telephone: _____

Please Check:

____ Yes, I have discussed this evaluation with the student. ____ No, I have not discussed this evaluation with the student.