

## WORK-SITE SUPERVISOR EVALUATION OF INTERN

*To be completed upon completion of internship*

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work-site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Work-site Supervisor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of internship: From (mm/dd/yy) \_\_\_\_\_ To (mm/dd/yy) \_\_\_\_\_

**Please evaluate the intern's performance in the following areas:**

Performance Measure (with corresponding Institutional Learning Outcome)	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable
<b>Complex Communication</b> – Employs complex communication skills in a manner that adds to organizational productivity. (1,2,3,4)				
<b>Collaboration</b> – Collaborates, in person or virtually, to complete tasks aimed at organizational goals. (1, 2, 4)				
<b>Thinking and Innovation</b> – Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. (2, 4)				
<b>Professionalism</b> – Conducts oneself in a professional manner appropriate to organizational expectations. (3, 4)				
<b>Initiative and Self-Direction</b> – Exercises initiative and self-direction. (4)				
<b>Intergenerational Cross-Cultural Competence</b> – Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives. (1, 2, 3, 4)				
<b>Legal and Ethical Practices</b> – Observes laws, rules, and ethical practices. (4)				

CCC's Institutional Learning Outcomes:

1. Communication –Through various modes of expression, students will be able to express and exchange ideas to increase knowledge and foster understanding.
2. Creative and Critical Thinking – Students will comprehensively analyze problems and arguments, and explore issues, artifacts and events before accepting or forming a solution or conclusion. Students will exhibit creativity of thought by considering information in novel ways.
3. Intercultural Knowledge and Perspective – Students will respect and understand diverse perspectives. They will analyze and appreciate the interconnectedness of global, national and local concerns in a way that promotes appropriate interaction in a variety of cultural and societal contexts.
4. Life Skills: Students will become more adaptable and seek new information to solve problems. They will make academic, major life, and career choices based on an assessment of their interests, values, skills, and abilities. They will acquire the employability skills necessary to be effective in their career.

**1. Overall performance of student intern (circle one):**

Excellent

Above Average  
Unsatisfactory

Average

Fair

---

**2. How well was this internship suited to the student's abilities and interests?**

**3. What skills or abilities could use improvement?**

**4. If you were to write a job recommendation for this intern, what strengths, job skills, and attitudes would you mention?**

**5. Additional comments on your intern or the internship experience:**

**Work-site Supervisor: Please review and discuss this evaluation with the student.**

**SIGNATURES:**

---

Work-site Supervisor Signature

---

Date

*My signature acknowledges that this evaluation has been discussed with me. I do not necessarily agree with the contents.*

---

Student Signature

---

Date