

MID-SEMESTER INTERNSHIP EVALUATION

Dear Internship Supervisors,

Please complete this final evaluation form within the next week. Evaluations can be returned by mail, email, or you can give it to your intern. Also please initial a copy of their time sheet if you have not done so already. The interns are responsible for bringing their timesheet to the internship office.

Unless you ask us not to, we will share all of your comments with our students as it is a terrific opportunity for them to understand how much they are achieving and learning as they participate in your organization.

We greatly appreciate your contributions to our internship program and value the generosity and professionalism you demonstrate to our student interns! If you have any questions, please do not hesitate to contact us.

Sincerely,
Nicole Kinsey
Internship Coordinator
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Great Neck, New York 11020
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MID-SEMESTER EVALUATION FOR: _____ (intern)

Supervisor Name: _____ Placement (company name): _____

Signature: _____ Date: _____

Please use the following key to provide an evaluation of your intern's work over the course of the semester:

- U** = UNSATISFACTORY
- N** = NEEDS IMPROVEMENT
- S** = SATISFACTORY
- G** = GOOD
- E** = EXCELLENT

<u>Category</u>	<u>Rating</u> <i>(circle one)</i>
1. Attendance and punctuality <i>(also please be sure to initial and return the sign-in sheet)</i>	U N S G E
2. Quality of work (ACCURACY / COMPLETION / TIMELINESS / CONSISTENCY)	U N S G E
3. Ability to take initiative	U N S G E
4. Level of motivation / Attitude	U N S G E
5. Interaction with others (CUSTOMERS / CO-WORKERS, ETC.)	U N S G E

Responsibilities:

Please provide a short list of the tasks and responsibilities that your intern has completed so far this semester.

Has he/she completed managed these responsibilities in a satisfactory manner? YES _____ NO _____

Additional comments on intern's performance:

Suggestions for improvement:

Please take a moment to note any additional projects or responsibilities for the remainder of the semester:
