

Final Evaluation by Internship Provider

Academic Internships —Brigham Young University

Student's name _____

Name of employing firm or organization _____

Directions to supervisor

This form will help you evaluate the intern by comparing him or her either with other students or workers of comparable academic level or with other personnel assigned the same or similar tasks. Your remarks will be particularly helpful because this evaluation will be used to help determine a grade for the student and will serve as a basis for helping the student obtain additional skills. The evaluation should be mailed to the editing internship coordinator (listed on the back of this form) at the end of the student's internship.

Please check the appropriate spaces to indicate the student's level of performance and make comments as needed.

1. *Relevant Skills.* To what degree has the student acquired and applied the skills needed to perform adequately in the assigned position?

_____ Excellent
_____ Very good
_____ Satisfactory
_____ Needs improvement (please indicate the nature of the improvement needed)

2. *Human Relations.* How well has the student accepted suggestions and related to fellow workers, the supervisor, and (where applicable) subordinates?

_____ Excellent
_____ Very good
_____ Satisfactory
_____ Needs improvement (please indicate the nature of the improvement needed)

3. *Quality of Work*

_____ Excellent
_____ Very good
_____ Satisfactory
_____ Needs improvement (please indicate the nature of the improvement needed)

4. *Quantity of Work*

_____ Excellent

_____ Very good

_____ Satisfactory

_____ Needs improvement (please indicate the nature of the improvement needed)

5. *Other Characteristics* (please check the appropriate boxes)

	Outstanding	Excellent	Satisfactory	Needs Improvement
Personal appearance				
Punctuality				
Attitude toward work				
Dependability				
Ability to learn				
Creativity				
Oral communication				
Overall performance				

Letter grade you would recommend for this student: _____ (Can include plus or minus)
(A=Outstanding; B=Excellent; C=Satisfactory; D=Weak, but acceptable; E= Unacceptable)

Comments in regard to this student: Is this the kind of person you would like to hire as a part-time or full-time employee? Why or why not?

Comments in regard to the internship program: What could BYU or the Linguistics and English Language Department do to improve the internship program for you or for the student?

Signature of Internship Supervisor

Date

Please submit to: Doris Dant, Editing Internship Coordinator
4069 JFSB, Brigham Young University, Provo, UT 84602
Phone: 422-4707; Fax: 422-0906
E-mail: drdant@gmail.com