

## CSCI 6930 – Internship

### Employer Evaluation Form

**Instructions:** The student's immediate supervisor should provide a candid evaluation of the student's performance. Constructive criticism criterion is encouraged. This information is important in providing future counseling to the student and in improving our academic internship program. While it is not mandatory, we encourage you to discuss the evaluation with the student. Consideration might be given to evaluating the student twice: initially at an interim period and again at the end of the internship period.

**Please return this evaluation to Dr. Boris Peltsverger, Dean of the School of Computer & Information Sciences, Georgia Southwestern State University, 800 Wheatley Street, Americus, Georgia 31709-4693.** You may wish to retain a copy for your files.

Student's Name: \_\_\_\_\_

Student's Major: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Location (City): \_\_\_\_\_

Period of Internship: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Assignment Semester (semester student registered for the internship course):

Fall Semester \_\_\_ Spring Semester \_\_\_ Summer Semester \_\_\_ Year \_\_\_\_\_

#### **Performance:**

- |   |  |
|---|--|
| 0 | Needs much improvement to meet standards   |
| 1 | Needs some improvement to meet standards   |
| 2 | Meets minimum standards                    |
| 3 | Good, competent performance                |
| 4 | Highly effective performance               |
| 5 | Outstanding, far above typical performance |
| 6 | Does not apply                             |

<b>Performance Characteristics</b>	<b>Performance Summary</b>	<b>Rating</b>
<p><b><u>Interest in Work</u></b>            Enthusiasm about the nature of work; interest in pursuing further information to complete the assigned task</p>		
<p><b><u>Quality of Work</u></b>            Accuracy and thoroughness with which the work meets recognized and accepted standards of performance.</p>		
<p><b><u>Quantity of Work</u></b>            Volume of work based on recognized standards of performance.</p>		
<p><b><u>Knowledge of Work</u></b>            Knowledge of work based on recognized standards of performance.</p>		
<p><b><u>Communications Skills</u></b>            Expression in both oral and written communications; appropriate use of language.</p>		
<p><b><u>Acceptance of Criticism and Suggestions</u></b>            Reaction to constructive criticisms; desire for self-improvement.</p>		
<p><b><u>Ability to Learn on the Job</u></b>            Willingness to accept responsibility and follow through in achieving goals.</p>		
<p><b><u>Relationship with Supervisor</u></b>            Receptivity to feedback on performance; ability to work independently on work tasks; ability to provide supervisor with timely and appropriate information.</p>		
<p><b><u>Promptness</u></b>            Reporting on time to work, meeting and appointments.</p>		
<p><b><u>Organizational and Planning Skills</u></b>            Organizing the job, planning ahead, making efficient use of time to meet deadlines; establishing appropriate and effective follow-up procedures.</p>		
<p><b><u>Judgment</u></b>            Demonstration of an independent point of view through analysis of problem when making decisions.</p>		
<p><b><u>Dependability</u></b>            Reliability in assuming and carrying out the commitments and obligations of the position.</p>		
<p><b><u>Cooperativeness</u></b>            Awareness and consideration of others' viewpoints; cooperation with co-workers and supervisors.</p>		

Type(s) of projects or activities the student has worked on (please be specific):

---

Does the student appear to be making satisfactory progress?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If "No," please explain and provide possible suggestions for further development in the section below.)

---

**Overall Rating:** \_\_\_\_\_

***Comments***

Please list personal characteristics that, in your opinion, will help or hinder the student's professional development. You might consider, for example, such qualities as: business maturity, personal appearance and habits, authority acceptance, self-reliance, physical vigor, dependability, desire for self-improvement, adaptability, leadership abilities, enthusiasm, honesty, acceptance of constructive criticism, and willingness to adjust to group interests.

***Strengths***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Suggested Areas of Development***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What suggestions do you have for the student that might increase his/her value to the organization and further his/her development?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any specific courses or special training that should be taken by this student that would be especially helpful in his/her effort to achieve career goals?

***Additional Comments***

---

---

---

**Rated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_