



## Supervisor Evaluation Of Internship Rubric

Student Name: \_\_\_\_\_

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

Did the intern complete the required 120 hours of supervised, volunteer experience?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

This form is to help us evaluate the professionalism and competency of our student interns working with you this past semester. Simply rate each intern on each of the performance outcomes listed below. Thank you for your help.

	Excellent 4	Good 3	Needs Improvement 2	Unacceptable 1	Score
<b>Quality of Work</b>	Thoroughly and accurately performed all work requirements; submitted all work assignments on time; made few if any errors	With a few minor exceptions, adequately performed most work requirements; most work assignments submitted in a timely manner; made occasional errors	Work was completed with little attention to detail or thought. Assignments, though completed and on time, consisted of numerous errors	Work was done in a careless manner and was of erratic quality; work assignments were usually late and required review; made numerous errors	
	Comments:				
<b>Ability to Learn</b>	Consistently asked relevant questions and sought out additional information from appropriate sources; very quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements	In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements	Asked some questions and occasionally sought out additional information, but only when prompted. Demonstrated some understanding of new concepts, ideas, and work assignments; while acknowledging mistakes, did not demonstrate willingness to make needed changes and improvements	Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and work assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements	
	Comments:				



<p><b>Initiative and Creativity</b></p>	<p>Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options</p>	<p>Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas</p>	<p>Required some supervision, but did not show much drive to work independently; completed tasks, but did not seek out new assignments or tasks to complete</p>	<p>Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options</p>	
<p>Comments:</p>					
<p><b>Character Traits</b></p>	<p>Demonstrated an exceptionally positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner</p>	<p>Except in a few minor instances, demonstrated a positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner</p>	<p>Exhibited a neutral attitude, neither interested nor hostile. Showed some insensitivity to diversity and ethical issues. Showed only a minimal level of ethical and professional behavior.</p>	<p>Regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior</p>	
<p>Comments:</p>					
<p><b>Dependability</b></p>	<p>Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision</p>	<p>Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision</p>	<p>Was somewhat reliable in completing tasks; followed some instructions and procedures but was not prompt nor careful in their attention to detail; required some supervision and follow-up</p>	<p>Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision</p>	
<p>Comments:</p>					
<p><b>Organizational Fit</b></p>	<p>Completely understood and fully supported the organization's mission, vision, and goals; readily and successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels</p>	<p>Adequately understood and supported the organization's mission, vision, and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels</p>	<p>Had some understanding of the organization's mission, vision, and goals; was only minimally willing to adapt to norms, expectations, and culture; would only occasionally function with appropriate authority and decision-making channels</p>	<p>Was unwilling or unable to understand and support the organization's mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations, and culture; frequently seemed to disregard appropriate authority and decision-making channels</p>	
<p>Comments:</p>					



Response to Supervision	Actively sought supervision when necessary; was always receptive to constructive criticism and advice; successfully implemented supervisor suggestions when offered; was always willing to explore personal strengths and areas for improvement	On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; implemented supervisor suggestions in most cases; was usually willing to explore personal strengths and areas for improvement	Occasionally sought supervision when needed; listened to constructive criticism and advice, but did not actively implement corrections; occasionally was willing to explore strengths and areas for improvement	Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; seldom if ever implemented supervisor suggestions; was usually unwilling to explore personal strengths and areas for improvement	
	Comments:				

Comments:

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\_\_\_\_\_  
Supervisor Signature

Please sign below if you would allow us to share this evaluation with the student. Do **NOT** sign if you would like to keep this evaluation confidential.

\_\_\_\_\_  
Supervisor Signature

Date: \_\_\_\_\_

Thank you very much for participating in our internship program and for taking the time to complete this evaluation. Your appraisal of our student’s performance and your comments provide valuable feedback in our efforts to improve our curriculum and internship programs.

We appreciate the time you have invested and the effort you have made to help your intern to succeed. We hope that it was a positive learning experience for both of you.