## Appendix H2

**TECH 4390 Internship Company Supervisor's Evaluation of Intern**

**(Final Evaluation)**

Intern’s Name: Dept.:

Company: Date:

**Directions:** The immediate supervisor will evaluate the student objectively; comparing the student to other personnel assigned the same or similarly classified jobs, other students of comparable academic level, or with individual work standards. Your personal comments are most helpful.

Please check only one box in each category.

## RESPONSIBILITY QUALITY OF WORK

Deliberately avoids responsibility Very poor

Reluctantly accepts responsibility Below average

Accepts responsibility well Average

Readily accepts duties Very good

Actively seeks new responsibilities Excellent

## ATTITUDE‐APPLICATION TO WORK WRITTEN COMMUNICATION

Definitely not interested Vague, disorganized

Somewhat indifferent Not what is expected of a college graduate

Average in diligence and interest Average expression

Very interested and industrious Concise, factual, effective

Outstanding in enthusiasm Outstanding

## INITIATIVE DEPENDABILITY

Must be pushed frequently Unreliable

Hesitates Sometimes neglectful or careless

Does all assigned work Usually dependable

Goes ahead independently at times Above average in dependability

Proceeds well on one’s own Completely dependable

## ORAL COMMUNICATIONS RELATIONS WITH OTHERS

Poorly conveys ideas Works poorly with others

Sometimes ambiguous Has difficulty working with others

Average expression Gets along satisfactorily

Clearly communicates ideas Works well with others

Very articulate Exceptionally well accepted

## ABILITY TO LEARN MATURITY POISE

Very slow to learn Brash

Rather slow in learning Seldom asserts oneself

Average understanding in work Average maturity and poise

Learned work readily Has appropriate self‐assurance

Learned work exceptionally well Quite poised and confident

## QUANTITY OF WORK TECHNICAL KNOWLEDGE

Low output, slow Lacking in even the basic fundamentals

Below average Not what is expected of a college graduate

Normal amount Average

More than average In tune with the technical time

Unusually high output Outstanding

## JUDGMENT WHEN IN DOUBT ASKS QUESTIONS

Consistently uses poor judgment Enough to make you comfortable

Often uses poor judgment Too many to disturb the work

Average judgment Occasionally

Usually makes the right decisions You think he could have asked more

Exceptionally mature in judgment Never

## OVERALL PERFORMANCE ATTENDANCE

|  |  |  |
| --- | --- | --- |
| Very poor | Irregular | Days absent |
| Below average | Regular |  |
| Average |  |  |
| Very good  Excellent | **PUNCTUALITY**  Irregular | Days late |
|  | Regular |  |

The student's outstanding qualities are:

The qualities which the student should strive most to improve are:

The recommended areas of further academic study for the student are:

For other remarks, please attach another sheet.

Has this report been discussed with the student? Yes No

Signature\_

Printed Name\_

Position

Date

Company

Return to: Internship Faculty Supervisor: (Name to be provided by intern.) Texas State University‐San Marcos

601 University Drive

Department of Engineering Technology San Marcos, TX 78666

Tel: 512‐245‐2137 Fax: 512‐245‐3052