Internship Performance Evaluation

Please complete once intern has logged at least 90% of assigned hours (minimum of 150) then return to: the Geography Internship Coordinator at geointernships@txstate.edu

|  |  |
| --- | --- |
| Name of Student Intern |   |
| Name of Intern Supervisor |   |
| Name of Sponsoring Organization |   |
| Number of weeks / hours intern worked |   |

Please evaluate your intern by marking with an ‘x’ for each category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exceeded | Met | Needs | Not Observed |
| Expectations | Expectations | Improvement |
| Observance of work hours |  |  |  |  |
| Pays attention / stays on task |  |  |  |  |
| Follows instructions |  |  |  |  |
| Quality of work |  |  |  |  |
| Accepts responsibility |  |  |  |  |
| Shows initiative |  |  |  |  |
| Gets along with others |  |  |  |  |
| Verbal communication skills |  |  |  |  |
| Written communication skills |  |  |  |  |
| Presentation skills |  |  |  |  |
| Organization skills |  |  |  |  |
| Professional appearance |  |  |  |  |

Summary Evaluation - Please mark with an ‘X’

|  |  |
| --- | --- |
| Exceeded Expectations (A) |  |
| Met Expectations (B) |  |
| Needs Improvement (C) |  |
| Failed to Meet Expectations (F) |  |

Please provide a brief statement below on your intern’s performance.

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| --- |
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| --- | --- |
| Internship Supervisor Signature (Delivery from your E-mail will confirm) | Date |
|   |   |