Internship Evaluation Form

The top part is to be filled out by the intern and presented to the supervisor at the internship site.

Name: ___________________________ ID: ___________________________

Address: ______________________________________________________

Phone: _______________ Year of Study: _______ Graduation Date: _______

Career Goals

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

The following section is to be completed by the intern’s supervisor and emailed to internationalstudies@txstate.edu or mailed to:

Texas State University
Center for International Studies – Derrick 101
601 University Drive
San Marcos, Texas, 78666

Name of Evaluator: ________________ Signature: _______________________

Position: _____________________ Phone: __________________________

Address: ________________________________

_________________________________________________________________
Please indicate your approximate opinion of the intern’s mastery of skills/abilities/technologies listed below by checking the appropriate box

<table>
<thead>
<tr>
<th>Skill/Ability</th>
<th>Superior</th>
<th>Excellent</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<td>Accounting Skills</td>
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<td>Adaptability</td>
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<td>Computer Skills</td>
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<td>Initiative</td>
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<td>Interpersonal Skills</td>
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<td>Management Potential</td>
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<td>Office Systems</td>
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<td>Problem Solving</td>
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<td>Telephone Skill/Etiquette</td>
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<td>Writing Skills</td>
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<td>Integrity</td>
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<td>Verbal/Language Skills</td>
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</table>

Work schedule of intern: ____________________________________________________________

Description of intern’s assignments: ________________________________________________

What specific skills has the intern learned?: _________________________________________
Intern’s effectiveness in completing assignments: ____________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Intern’s strengths: ____________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Did the intern finish assignments in a timely manner?: ______________________

______________________________________________________________________

Was the intern punctual?: ____________________________

______________________________________________________________________

Would you hire this intern if you had an opening?: ______________________

______________________________________________________________________

Would you recommend this intern to another business for employment?: __________

______________________________________________________________________

Other comments on intern’s abilities: ____________________________

______________________________________________________________________

______________________________________________________________________