



Internship Site Supervisor Evaluation

Name of Intern: _____

Name of Site Supervisor: _____

Internship Site: _____

Person Completing This Report (*if different from supervisor*):

Phone: _____

Email: _____

Please rate the intern in the following areas, using the scale below.

Please feel free to write additional comments.

SCALE: 5 = Excellent, 4 = Above Average, 3 = Average, 2 = Below Average, 1 = Poor, N/A

1. _____ Overall quality of assignments completed
2. _____ Ability to communicate in writing
3. _____ Ability to communicate verbally
4. _____ Attitude and enthusiasm for assignments
5. _____ Aptitude for learning
6. _____ Judgment/decision making
7. _____ Ability to work with others
8. _____ Dependability
9. _____ Exercised professional behavior in all situations
10. _____ Exercised high ethical standards and practices
11. _____ Attendance/punctuality
12. _____ Overall performance

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Did the intern's ability to communicate in writing improve during the course of the internship?
(If so, please explain.)

Did the intern's ability to communicate verbally improve during the course of the internship?
(If so, please explain.)

Was the intern able to maintain high ethical and professional standards throughout the course of the internship? (Please explain.)

Would you recommend this student for an entry-level position in your industry?
(If so, please explain.)

Do you feel there are areas of skill or educational development that may have been lacking and could be included in the academic curriculum to better meet the needs of the workforce or industry area?

Total hours completed by intern _____

Supervisor's Signature

Email to: businessumfk@maine.edu

OR

**Return to: Business Management Internship Coordinator
University of Maine at Fort Kent
23 University Drive
Fort Kent, ME 04743**