



**BUS AD & CABOT
050 Internship
Internship Evaluation Form**

Student Name:
Student ID:

Intern: _____ Position: _____

Company: _____ Supervisor: _____

Please mark with an X in the appropriate box. Write N/A if the category does not apply.

QUALITY OF WORK

	Exceeds Standards	Meets Standards	Needs Improvement
Accuracy, Neatness			
Oral/Written Expression			

QUANTITY OF WORK

	Exceeds Standards	Meets Standards	Needs Improvement
Completion of work as scheduled			
Ability to Multi-Task			

WORK HABITS

	Exceeds Standards	Meets Standards	Needs Improvement
Attendance; Observance of Work Hours			
Observance of Safety Rules and Regulations			
Compliance with Work Instructions			
Organizational Skills			

PERSONAL RELATIONS/INITIATIVE

	Exceeds Standards	Meets Standards	Needs Improvement
Getting Along with Co-Workers			
Willingly Takes on New Tasks			
Personal Appearance			
Conflict Resolution			

LEARNING OBJECTIVES

	Exceeds Standards	Meets Standards	Needs Improvement
Made an Effort to Achieve all three Learning Objectives			

Comments:

Employer Signature _____ **Date** _____

Intern Signature _____ **Date** _____