



College of Technology Internship Evaluation

(to be completed by internship supervisor)

Upon completion of the internship, please evaluate the student's performance. Kindly complete and return this evaluation form and attached rubric. Additional comments are most welcome.

Student Intern Name: _____

Internship Dates (mm/dd/yy): _____ / _____ / _____ to _____ / _____ / _____

Internship Supervisor: _____

Supervisor Title: _____

Organization: _____

Business Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

List the intern's duties, responsibilities, strengths and limitations. (Please use reverse side of form for additional comments.) _____

If a position were available within your firm, would you recommend this student for hire? _____

If no, please explain. _____

Would you accept another Wilmington University intern? _____

If no, please explain. _____

Please feel free to make any suggestions that you feel would improve our internship program. _____

Supervisor Signature

Date

COM490 Internship Rubric (AY2009/10)

Criteria	1 Unsatisfactory	2 Marginal	3 Satisfactory	4 Proficient	5 Distinguished	Enter 1-5
1. Attendance	Excessive absences and/or lateness's, and/or early leaves and/or extra breaks and more time	1 - 2 absences and/or 3 or 4 lateness's, and/or 3 or 4 early leaves and/or always takes extra breaks	Never absent, 1-2 lateness's, and/or 1-2 early leaves and/or occasional extra breaks	Never absent, almost always on time, remains for assigned shift, only takes assigned breaks	Never absent, always on time, sometimes remains after assigned shift, only takes assigned breaks	
2. Performance & Motivation	Work often late and/or often incomplete and/or work quality unacceptable	Work sometimes late and/or sometimes in complete and/or below average quality	Work submitted on time, always complete, work quality average	Self-starter, work submitted on time, almost always complete, very good quality	Self-starter, work submitted on time, always complete, superior quality	
3. Professionalism	Lacking confidence and/or not a team player and/or does not get along with others and/or not a leader	Minimal confidence and/or usually a team player and/or gets along with most and/or minimal leadership	Gaining confidence, team player, gets along with others, takes a leadership role only when asked	Self-confident, team player, gets along well with others, sometimes takes leadership role, Creative	Self-confident, team player, gets along well with others, often takes a leadership role, creative	
4. Planning	Does not plan work or follow a plan and/or doesn't prioritize and/or does not multitask and/or Inflexible	Plans little work and/or usually follows work plans and/or little prioritization & multitasking and/or somewhat inflexible	Plans some work, follows work plans, some prioritization & multitasking, flexible	Plans most work, follows work plans, prioritizes, multitasks, flexible	Plans all work, follows work plans, prioritizes, multitasks, flexible	
5. Problem Solving	Unable to solve problems and/or, never questions and/or never provides Solutions	Resolves few problems and/or, rarely questions and/or rarely provides solutions	Resolves some problems, sometimes questions, occasionally provides unique solutions	Resolves most problems, questions occasionally, often provides unique Solutions	Resolves own problems, questions the unusual, often provides unique solutions	
6. Communication	Ineffective written and/or verbal skills	Somewhat ineffective written and/or verbal skills	Effective written & verbal skills; little persuasion and negotiation skill	Effective written & verbal skills; some persuasion and negotiation skills	Effective written & verbal skills; good persuasion and negotiation skills	
7. Knowledge & Learning	Poor subject and company knowledge and/or no attempt to gain knowledge	Below average subject and company knowledge and/or limited attempts to gain knowledge	Average subject and company knowledge, seeks out others to gain additional knowledge	Knowledgeable in subject and company, seeks out experts to gain additional Knowledge	Expert in subject and company, seeks out other experts to gain additional knowledge	

Instructions: Complete the "Internship Evaluation Form" and the "Internship Rubric" and submit both forms to the Division Coordinator. To complete the rubric, enter a number from 1 to 5 at the end of each row that best describes the student's performance/capability for the given criteria. Feel free to include additional comments or narrative regarding this student on the reverse side of this rubric. All ratings and comments will be kept confidential.

*Completed form and rubric should be mailed to:
Wilmington University, College of Technology, 320 North DuPont Highway, New Castle, DE 19720*