



Minnesota State University, Mankato

Supervisor's Internship Evaluation

Student Name: _____

Site Supervisor Printed Name: _____

Date: _____ Mid-Term Evaluation Final Evaluation

Site Supervisor Signature: _____

Directions: Please circle the number that best describes the student's performance.

	Excellent	Good	Average	Below Average
Responsibility & Initiative	10 9 Always punctual and does work correctly and completely with minimal management/supervision; clearly a self-starter who seeks new opportunities	8 7 Always punctual and does work correctly and completely with moderate management/supervision; self-starter who makes the most of new opportunities	6 5 4 Always punctual but at times requires substantial management/supervision to complete work correctly and completely; sometimes waits for assignments	3 2 1 Struggles with punctuality and/or rarely can complete work correctly and completely without substantial management/supervision; needs "pushed" to try new opportunities
Time Management	10 9 Performs work in a timely fashion and meets deadlines; adept at balancing multiple priorities and can be given extra responsibilities	8 7 Performs work in a timely fashion and meets deadlines; able to balance multiple priorities	6 5 4 Almost always performs work in a timely fashion and meets deadlines; struggles at times to balance multiple priorities	3 2 1 Work is not always completed in a timely fashion or in accordance with deadlines; struggles to balance multiple priorities
Verbal Communication	10 9 Exceptional ability to express information and ideas in both simple tasks and when addressing more complex, ambiguous, or advanced situations	8 7 Efficient in expressing information and ideas in both simple tasks and when addressing more complex, ambiguous, or advanced situations	6 5 4 Competently expresses information and ideas in most tasks; struggles when tasks or situations are more complex, ambiguous, or advanced	3 2 1 Has difficulty conveying information and ideas in many situations and tasks
Written Communication	10 9 Exceptional ability to express information and ideas in both simple tasks and when addressing more complex, ambiguous, or advanced situations	8 7 Efficient in expressing information and ideas in both simple tasks and when addressing more complex, ambiguous, or advanced situations	6 5 4 Competently expresses information and ideas in most tasks; struggles when tasks or situations are more complex, ambiguous, or advanced	3 2 1 Has difficulty conveying information and ideas in many situations and tasks

Minnesota State University, Mankato Supervisor's Internship Evaluation

	Excellent	Good	Average	Below Average
Critical Thinking	10 9 Fully analyzes problems, synthesizes information, and demonstrates sound judgment in developing solutions	8 7 Analyzes problems, synthesizes information; needs some guidance in developing solutions	6 5 4 Analyzes problems, synthesizes information; regularly needs moderate guidance in developing solutions	3 2 1 Needs significant guidance to analyze problems or synthesize information; judgment needs improved
Project Management	10 9 Organizes and executes projects in an exemplary manner; work is of the highest quality	8 7 Very well organized and able to execute projects proficiently; work is of good quality	6 5 4 Organized and able to execute projects; work is of acceptable quality	3 2 1 Has difficulty organizing and executing projects; work quality varies
Interpersonal Skills	10 9 Always demonstrates common courtesies towards others; is at ease and confident among people and interacts well with individuals from a variety of backgrounds	8 7 Demonstrates common courtesies towards others; is usually at ease and confident among people and interacts pretty well with individuals from a variety of backgrounds	6 5 4 Usually demonstrates common courtesies towards others and/or sometimes struggles to be at ease and confident among people	3 2 1 Has difficulty maintaining common courtesies on a regular basis and/or often struggles to be at ease and confident among people
Teamwork	10 9 Flourishes when cooperating with others to successfully complete tasks; demonstrates willingness to assist other people	8 7 Proficient in cooperating with others to successfully complete tasks; demonstrates willingness to assist other people	6 5 4 Gets along with others and is able to complete tasks in a team setting and/or could show greater willingness to assist other people	3 2 1 Struggles at times to get along with others in a team setting and/or could show greater willingness to assist other people
Professional Growth	10 9 Welcomes suggestions and solicits feedback to improve performance	8 7 Welcomes suggestions to improve performance	6 5 4 Usually accepts suggestions to improve performance	3 2 1 May reject or discount suggestions to improve performance
Professionalism	10 9 Personal appearance and demeanor are always appropriate for the setting/task; exhibits exemplary behavior for a professional setting	8 7 Personal appearance and demeanor are usually appropriate for the setting/task; exhibits appropriate behavior for a professional setting	6 5 4 Sometimes must be reminded about appropriate personal appearance, demeanor, or behavior	3 2 1 Often must be reminded about appropriate personal appearance, demeanor, or behavior