

## Internship Evaluation

This form confirms that the intern has worked a total of 136 hours. It is invalid if not filled out completely. The student's grade is based on the information provided below and on the next page.

<b>NAME OF INTERN</b>	
<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
<b>For identification purposes, please provide the last four digits of your Social Security number</b>	
<b>DATE STARTED</b>	
<b>QUARTER IN WHICH COURSE FEE WAS/WILL BE PAID</b>	
<b>NAME OF FIRM</b>	
<b>ADDRESS</b>	
<b>CITY/STATE/ZIP</b>	
<b>NAME &amp; TITLE OF SUPERVISOR</b>	
<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>

**PLEASE EVALUATE THE INTERN USING THE FOLLOWING SYSTEM:**

4 = Excellent    3 = Good    2 = Average    1 = Poor    0 = Unacceptable    NA = Not Applicable

Job skills:	POINTS
Computers	
Drafting	
Drawing/Sketching	
Presentation Boards	
Space Planning	
Other:	
Understanding of client's needs with regard to:	POINTS
Budget	
Design	
Selection of materials	
Other:	

Professional and personal qualities of the intern:	POINTS
Attitude	
Communication	
Comprehension of office and business procedures	
Dependability	
Initiative and resourcefulness	
Potential as a Designer	
Quality of finished work	
Salesmanship	
Skills	
Other:	

**General description of the intern's duties:**

**General evaluation of the intern's performance:**

**Was the intern's skill level adequate for your needs?**

**Was the intern's work of value to you?**

**What extra training would you suggest?**

**Was the intern paid?**  YES  NO **If so, how much?** \_\_\_\_\_

**How many hours per week did the intern work?** \_\_\_\_\_ **Was this schedule satisfactory?** \_\_\_\_\_

**Would you be willing to employ another of our students in the future?** \_\_\_\_\_

**Do we have your permission to show this evaluation to the student?** \_\_\_\_\_

**Would you like it to be kept confidential?** \_\_\_\_\_

**SUPERVISOR'S NAME & TITLE** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE** \_\_\_\_\_

Please return this form as soon as possible after the completion of the internship.

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**FOR OFFICE USE ONLY:**

FINAL EVALUATION OF FIRM	
FINAL GRADE OF STUDENT	