

Graduate Business Studies Internship, Final Evaluation

Lumpkin College of Business and Applied Sciences, Eastern Illinois University

Instructions:

- Complete Section 1.
- Give Section 2 to your Internship Site Supervisor to be completed.
- Review and discuss Sections 1 and 2 of the evaluation with your Site Supervisor.
- Sign the evaluation in Section 3.
- Return completed evaluation to:

Dr. Cheryl L. Noll, Coordinator
Graduate Business Studies
Lumpkin Hall 4025
Eastern Illinois University
Charleston, IL 61920

Section 1: To be completed by the intern

Name _____ Phone _____ SSN _____

Business Name _____ Supervisor's Name _____ Semester/Year _____

Please indicate the availability of the following learning opportunities

Available

Not Available

Comments:

1. Training for assigned duties

2. Access to supervisor

3. Interaction with other staff

4. Development of new skills

5. Opportunity to work toward completion of Learning Objective One

6. Opportunity to work toward completion of Learning Objective Two

7. Opportunity to work toward completion of Learning Objective Three

Continued on back.

Final Evaluation Section 1: To be completed by the intern (continued)

Describe the positive aspects of the assigned duties.

Describe the negative aspects of the assigned duties.

Describe how this internship has contributed to your professional development.

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Instructions:

- Complete Section 2. (The intern completes Section 1)
- Review and discuss Sections 1 and 2 of the evaluation with the intern.
- Sign the evaluation in Section 3.
- The intern will return the completed evaluation to the Coordinator of Graduate Business Studies.

Section 2: To be completed by the Internship Site Supervisor

Supervisor's Name _____ Supervisor's Title _____

Business Name _____ Phone _____

Intern's Name _____ Semester/Year _____

Please rate the intern's work performance

Satisfactory Needs Improvement

Comments:

1. Quality of work
2. Quantity of work completed
3. Timely completion of work
4. Initiative
5. Observance of employer rules, policies, & procedures
6. Appropriate business etiquette
7. Progress toward completion of Learning Objective One
8. Progress toward completion of Learning Objective Two
9. Progress toward completion of Learning Objective Three

Continued on back.

Final Evaluation Section 2: To be completed by the internship site supervisor (continued)

Describe the intern's strengths that relate to technical and personal skills required in the field covered by this internship.

Describe the intern's professional development needs.

Section 3: Signatures

Internship Site Supervisor: I have reviewed and discussed Sections 1 and 2 of this evaluation with the student intern.

Supervisor's Signature _____ Date _____

If you do not concur with the intern's evaluation of the availability of learning opportunities, please comment as to your reasons.

Intern: I have reviewed and discussed Sections 1 and 2 of this evaluation with my Internship Site Supervisor.

Intern's Signature _____ Date _____

If you do not concur with your Site Supervisor's evaluation of your work performance, please comment as to your reasons.