

Intern _____

Section 1 (cont.): To be completed by the Intern

<p>What aspects of the internship could have been better? Explain.</p>
<p>Other comments</p>

Intern _____

Section 2: To be completed by the Internship Site Supervisor

Please evaluate the intern's performance by marking an X in the appropriate column.	Needs Improvement	Meets Expectations	Exceeds Expectations
Quality of work			
Quantity of work completed			
Timely completion of work			
Initiative			
Observance of employer rules, policies, & procedures			
Business etiquette			
Progress toward achieving Learning Objective One			
Progress toward achieving Learning Objective Two			
Progress toward achieving Learning Objective Three			
What are the intern's strengths?			

Intern _____

Section 2 (cont.): To be completed by the Internship Site Supervisor

What are the intern’s professional development needs?

Other comments

Section 3: Verification of Hours (to be completed by intern and internship site supervisor)

Between _____ and _____ the above named intern
Internship beginning date Internship ending date

completed _____ hours of work as part of the internship.
Number of hours

Section 4: Signatures

We have reviewed and discussed Sections 1 and 2 of the Final Evaluation.

Signature of Intern

Date

Signature of Internship Site Supervisor

Date