Internship Midterm Evaluation

SCHOOL OF BUSINESS, LUMPKIN COLLEGE OF BUSINESS AND APPLIED SCIENCES

EASTERN ILLINOIS UNIVERSITY

Intern

Internship Employer

Internship Site Supervisor

Semester

Section 1: To be completed by the Intern

Indicate the availability of the following learning opportunities thus far by marking an X in the appropriate column:	Available	Not Available
Orientation to the organization	☐	☐
Training for assigned duties	☐	☐
Access to supervisor	☐	☐
Interaction with other staff	☐	☐
Development of new skills	☐	☐
Opportunity to work toward completion of Learning Objective One	☐	☐
Opportunity to work toward completion of Learning Objective Two	☐	☐
Opportunity to work toward completion of Learning Objective Three	☐	☐
COMMENTS		

Intern

Section 2: To be completed by the Internship Site Supervisor

Please evaluate the intern's performance thus far by marking an X in the appropriate column:	Satisfactory	Not Satisfactory
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	☐	☐
COMMENTS		

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

Signature of Intern _____ Date _____

Signature of Internship Site Supervisor _____ Date _____

If the learning objectives need to be revised to more accurately reflect the intern's assignment and expected performance, please update the learning objectives and attach a copy to this evaluation.