

# 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:

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

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**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.

# Graduate Business Studies Internship, Final Evaluation

*Lumpkin College of Business and Applied Sciences, Eastern Illinois University*

## 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

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**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.