

Student Intern Name: _____ ID: _____ Academic Program: _____

Asian Institute of Technology
Internship Evaluation Form

(to be completed by the host organization supervisor)

Please complete this evaluation after your intern has completed the required hours for the internship. Information on this evaluation will be used to help the intern improve professional performance and will also serve as a component of the student's grade. Thank you for your support of this student.

Name of the host organization: _____

Evaluator (Internship Supervisor)

Name: _____ Position: _____

Telephone: _____ Email: _____

Please evaluate the intern's performance by checking in the appropriate column.	N/A	Needs Improvement	Meets Expectations	Exceeds Expectations
Quality of work Degree of quality in work such as attention to detail, technical proficiency, accuracy and thoroughness				
Quantity of work completed Amount of work completed				
Planning & Organizing Extent of planning, organizing and time management skills				
Learning Ability to assimilate, comprehend and apply new information				
Initiative Amount of initiative in taking independent action and originating ideas				
Problem solving Degree of problem solving abilities				
Communication skills Level of writing & verbal communication skills as well as				

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interpersonal relations				
Adaptation to the organization Response to supervision, standards and policies				

What do you consider this intern's most significant professional strengths?

How could this intern improve professionally?

How well prepared was this intern for the job? What recommendations would you make concerning our internship program?

Was 480 hours of work sufficient for Internship work assigned?

Would you be willing to host another intern from our program?

Evaluator (Internship Supervisor)

Signature: _____ Date: _____