

Penn State College of Agricultural Sciences Alumni Society

**Internship Award
Employer Evaluation Form
Supervisor Evaluation of Student Performance
Credit or Non-Credit Internship**

Form must be completed by supervisor, a fillable version is available online.

<http://agsci.psu.edu/alumni/awards/student-awards/internship-award/internship-application>

Student Name: _____

Position Student Held: _____

Company Name: _____

Business Type: _____

This performance evaluation is designed to identify and assess the growth and learning development of students while in an experiential learning environment related to their career interest and goals. Please check the rating level that most closely represents the intern's performance and comment where possible. Additional comments can be included on a separate sheet.

Category	Excellent	Very Good	Average	Below Average	Poor	Comments
Quality of work (accuracy, thoroughness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity of work (volume, pace, effort)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Competence (applies experience and training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to learn (grasps and retains new responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Category	Excellent	Very Good	Average	Below Average	Poor	Comments
Initiative (Originates ideas and seeks new responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reliable (dependable, punctual, conscientious)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Judgment (reasoning ability and common sense)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Relations (ability to work effectively with others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application to work (enthusiastic, diligence, interested)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

What are a few recommended areas of improvement this student needs to improve his/her qualifications for pursuing a career in your discipline or type of business?

On average, how much daily contact did you have with this student during his/her employment?
 _____ Frequent to constant _____ Occasional _____ Minimal

Student Name: _____

Additional Comments:

Supervisors Name: _____

Position/Title: _____

Signature: _____

Date: _____

Contact Information: _____

Thank you for your input. We plan to use your comments to help this student and to counsel future internship/co-op students.

Submit to: Naomi Knaub, Director of Alumni Relations
Penn State College of Agricultural Sciences
229 Ag Administration Building, University Park, PA 16802
Phone: 814-865-2717 Fax: 814-863-6152
Email: AqAlumni@psu.edu

Deadline: September 21, 2018