

SUPERVISOR REVIEW



INTERN (STUDENT) INFORMATION

Full Name: _____
Student ID: _____
Local address: _____
Permanent address: _____

Phone: _____
Email: _____
Major: _____

INTERNSHIP SITE INFORMATION

Internship Site: _____
Type of Business: _____
Address: _____

On-Site Supervisor: _____
Title: _____
Phone: _____
Email: _____

EVALUATION BY: _____

Please answer the following questions:

Was the intern punctual? _____

How many scheduled workdays did the Intern miss? _____

Do you feel the intern's education adequately prepared him/her for this internship? _____

Please evaluate the intern with respect to the following:

	Needs Improvement	Average	Above Average	Excellent
Attitude	1	2	3	4
Focus	1	2	3	4
Acceptance of New Ideas	1	2	3	4
Ability to Take Instruction	1	2	3	4
Listening Ability	1	2	3	4

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Please describe the intern's performance in terms of the equality of his or her work, the extent of professional development exhibited and the intern's ability to learn and utilize new concepts and techniques (use separate sheet if necessary):

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

Please return this form to:

Center For Career Services
Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, FL 34234

Or Fax: 941-309-0029

Or Email: CKovacs@Ringling.edu

Thank you very much for your assistance and cooperation!