

# Illinois Valley Community College

## INTERNSHIP RATING SHEET

(Form to be completed by the supervisor and returned to the program coordinator at the end of internship.)

Student's name: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

**DIRECTIONS:** Please check the appropriate blank or write in your comments on the space provided.

<b>GENERAL</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Ability to follow directions	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Appearance	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____
Neatness of work	_____	_____	_____	_____
<b>WORK HABITS</b>				
<b>Does the student ...</b>				
Possess adequate knowledge for the job?	_____	_____	_____	_____
Have a good attitude?	_____	_____	_____	_____
Accomplish tasks efficiently?	_____	_____	_____	_____
Cooperate well with supervisors and employees?	_____	_____	_____	_____
Demonstrate adequate skills to perform assigned tasks?	_____	_____	_____	_____

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*(Continued)*

**COMMENTS:**

1. In what areas do you feel the student needs more education, training, or work?
  
  
  
  
  
  
  
  
  
  
2. In what areas do the student's strong points lie?
  
  
  
  
  
  
  
  
  
  
3. Does the student accept constructive criticism? What is the student's attitude toward such criticism?
  
  
  
  
  
  
  
  
  
  
4. Has the student been a satisfactory worker for you?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

5. Please evaluate the student's work performance based on the following scale. \_\_\_\_\_

- 90-100% = A (Excellent Work)
- 80-89% = B (Above Average Work)
- 70-79% = C (Average Work)
- 60-69% = D (Below Average Work)
- 59% and below = F (Unsatisfactory Work)

6. General comments about the student's internship experience:

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Signed Date

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Title