

Explanation for Final Student Intern Evaluation

Your evaluation score will equal 50% of the intern's grade for this internship experience, so take some time to quietly reflect over the past five weeks of the internship. Use the individual Weekly Evaluations and the average of the five weeks as a guide to help you decide on the final grade values. However, do not automatically give them the average of the Weekly Evaluations. The Weekly Evaluations are meant to be an aid for remembering the intern's weekly performance and progress over the course of the internship. Please use the following principle when deciding on a point value.

The internship is intended as a learning experience; it is expected that the intern may not fully meet all expectations at the beginning but will improve over the course of the internship experience. Therefore the final evaluation should reflect what the intern has become and should measure his/her job performance at the end of the internship.

To make the Final Evaluation easier for you to complete, we will ask you to choose a grade from 0 - 100 for each of the categories; this will allow you to apply a consistent standard to each component. This application will then weight the points you give in a manner consistent with how the Weekly Evaluations were done. Allowing you to choose any number from 0 - 100 will allow you more precision in choosing the grade you think is most applicable.

Please keep the Lafayette Parish School System grading scale in mind as you evaluate.

Poor/Failing	Below Average	Average	Above Average	Excellent
F: 0 - 66	D: 67 - 74	C: 75 - 82	B: 83 - 91	A: 92 - 100

Final Student Intern Evaluation Form

Intern:			Date of Evaluation:		
Work Supervisor:			Company:		
CATEGORY	F to D (0- 70)	D+ to B- (71 - 88)	B+ to A (88 - 100)	Weight	Score
Appearance (a measure of business-appropriateness of the intern's dress and grooming)	Untidy or inappropriately groomed. Sometimes neglectful of appearance.	Satisfactory appearance.	Exceptionally neat and appropriately groomed.	5%	Assign a grade from 0 - 100.
Attendance (a measure of the intern's attendance at work, not counting previously arranged, school-related absences)	Absences are below acceptable limits.	Absences are within acceptable limits.	Never or almost never absent.	10%	Assign a grade from 0 - 100.
Punctuality (a measure of the intern's punctuality at the beginning of the work day and when coming back from breaks)	Punctuality is below acceptable limits.	Punctuality is within acceptable limits.	Never or almost never late.	5%	Assign a grade from 0 - 100.
Cooperation (a measure of the intern's ability to get along with co-workers and supervisors)	Frequently rude and unfriendly/uncooperative. Has some difficulty working with others.	Cooperates willingly when asked. Usually gets along well with other people.	Always cooperates eagerly and cheerfully and exceptionally well accepted by peers, customers, and supervisors.	10%	Assign a grade from 0 - 100.
Dependability (a measure of intern's reliability in getting the job done)	Unreliable, even under careful supervision. Sometimes fails obligations, even under supervision.	After explanation, accomplished task with supervision.	After explanation, meets all obligations with little or no supervision.	15%	Assign a grade from 0 - 100.
Initiative/Ability to Follow Instructions (a measure of the intern's ability or willingness to follow instructions and attitude toward work assignments)	Sometimes attempts to avoid work. Seems unable to follow instructions. Needs repeated detailed instructions.	Willingly does assigned job or more. Follows most instructions with little or no difficulty.	Shows originality and/or resourcefulness in going beyond assigned job.	10%	Assign a grade from 0 - 100.
Productivity (a measure of how much work the intern accomplishes)	Either does an inadequate job or does just enough to get by.	Maintains constant level of performance.	Very industrious; does more than is required. Superior work.	5%	Assign a grade from 0 - 100.

Quality of Work (a measure of the quality of work of the intern)	Quality of work is poor or unsatisfactory.	Quality of work is acceptable.	Quality of work is very good or exceptionable.	10%	Assign a grade from 0 - 100.
Technical Knowledge (a measure of the quality of the intern's knowledge of technology)	Intern seems to know little about the technology used in his/her intern assignments and/or cannot generalize from prior knowledge.	Intern has a decent amount of technical knowledge and usually already knows or can figure out with moderate or little difficulty what is needed to accomplish assignments.	Intern is exceptional in the technical knowledge he/she brings to the internship experience and already knows or can easily figure out what is needed to accomplish assignments.	15%	Assign a grade from 0 - 100.
Overall (a measure of your overall impression of the intern and his/her work experiences)	Poor to weak intern.	Adequate to very good intern.	Excellent intern.	15%	Assign a grade from 0 - 100.
Final Comments or Remarks (Please consider making comments; a description of the intern's strengths and a gentle description of areas for improvement could be very helpful to the intern.)					