*Copies to:*

_____ **Faculty Advisor**

_____ **Faculty Sponsor**

# SCA Internship Program

**Career Planning Office • 140 New Scotland Avenue • Albany, NY 12208 • 518-292-1793 • fax 292-8621 • scacareer@sage.edu**

## FIELD SUPERVISOR EVALUATION

**Student:** _____ **Date:** _____

**Internship Site:** _____ **Semester:** _____

| **Please rate the intern according to the following qualities by placing a mark in the box which best applies to the student's performance.** | **Excellent** | **Above Expected** | **Average** | **Below Expected** | **Not Applicable** |
|---|---|---|---|---|---|
| Organizational and time management skills | | | | | |
| Communication skills (verbal & written) | | | | | |
| Showed enthusiasm and interest. Cooperative and willing to carry out assignments | | | | | |
| Ability to grasp new ideas and concepts | | | | | |
| Teamwork: Works well with supervisor and others | | | | | |
| Analytical skills & abilities. Used good judgment | | | | | |
| Technology Skills | | | | | |
| Receptive to supervision and constructive criticism | | | | | |
| Dependability and Reliability (i.e., attendance and project completion) | | | | | |
| Overall Quality of work | | | | | |

***Please complete the following:***

**1.** Describe the intern's most noteworthy accomplishment and/or learning outcome.

**2.** Can you identify any areas of improvement that the intern should be aware of prior to seeking full-time employment?

**3.** How did sponsoring the intern benefit your organization?

**4.** Would you hire this student full-time in your organization if a position became available? _____ Yes _____ No _____ Maybe
*Comments:*

**5.** Please provide general comments regarding the intern's overall performance.

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*If you need additional space please feel free to write on the back of this evaluation form.*

**Supervisor's Signature:** _____ **Date:** _____