SCA Internship Program

Career Planning Office • 140 New Scotland Avenue • Albany, NY 12208 • 518-292-1793 • fax 292-8621

Date Received: _____

Copies to:

_____ Student

_____ Advisor

_____ Sponsor

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

5. General comments regarding the intern's performance:

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

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