

**\*\* Internship Evaluation Form \* Santa Barbara School District \*\***

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Grad Year: \_\_\_\_\_

<b>Internship Site:</b>	
<i>How would you rate your Internship Experience? (Please circle one)</i>	
<i>Excellent</i>	<i>Average</i>
<i>Fair</i>	<i>Poor</i>
<i>Description of Duties and Responsibilities:</i>	
<i>What did you gain from this experience?</i>	
<i>How does your experience relate to your career path?</i>	
<i>Project Period (start and end date)</i>	<i>Work hours per week/Total hours or weeks of work</i>
<b>** Don't forget to ask your Internship Supervisor to complete the Supervisor Evaluation</b>	

Number of Internship hours to be handed in: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# \*\* Internship Supervisor Evaluation Form \* Santa Barbara School

Student: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer: \_\_\_\_\_

Average hours per week (please circle) :      5          10          15          20          25

Please evaluate the student's progress. Your evaluation is appreciated.

Evaluation Criteria	Always	Almost Always	Usually	Seldom
ATTITUDE: Conveys a positive attitude in the workplace				
ATTENDANCE: Adheres to his/her work schedules in a dependable, reliable manner				
PUNCTUALITY: Reports to work on time				
COOPERATION: Works cooperatively with co-workers and supervisors				
PERFORMANCE: Accurately and quickly performs all work duties				
MOTIVATION: Takes an interest in the job				
RULES & REGULATIONS: Consistently observes company policies				
COMMUNICATION: Communicates well with customers, co-workers, supervisors				
CRITICISM: Responds well to constructive criticism				
RESPONSIBILITY: Works responsibly with a maximum amount of supervision				
INITIATIVE: Takes the initiative to move from one task to another as needed				
GOALS: Student is constantly striving to meet stated goals				

In what area(s) do you feel the student excels?

In what area(s) do you feel the student struggles?

Have you discussed this evaluation with the student? (circle one)      YES      NO

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_