



Department of English
Employer Evaluation of Internship
(To be completed by primary work site supervisor)

Name of Intern _____ Dates of Internship _____ to _____

Internship Position _____ Employer _____

Internship Supervisor _____ Position _____

Please indicate below a **rating of 1-5 (lowest to highest)** on each of the traits listed as you experienced the intern. The definition that follows the category is the acceptable behavior (3) and superior or substandard behavior should be graded according to the deviation from this norm. Please add comments whenever possible, since this will aid the University faculty in final evaluation of the student's performance.

1. *Job Knowledge* (Good knowledge of duties or average learner of duties. Tries to be well informed. Occasionally needs direction.)
2. *Quality of Work* (Meets basic requirements of accuracy and neatness; average quality of work; needs normal supervision. Spelling, grammar, and expression clear and accurate.)
3. *Attendance* (Seldom absent or tardy. Reports absence or tardiness in advance.)
4. *Quantity of Work* (Works at a steady pace. Meets basic requirements and deadlines.)
5. *Attitude* (Tries to cooperate. Usually agreeable and obliging. Takes constructive criticism well.)
6. *Versatility* (Able to perform several related tasks simultaneously. Has ability to respond quickly to changing priorities, deadlines, and contingencies. Handles new assignments with normal difficulty.)

7. *Initiative* (Conscientiously performs routine assignments. Will accept new responsibilities.)
8. *Time Management* (Accomplishes average amount of work. Plans adequately.)
9. *Personal Appearance* (Dresses adequately for nature of assignments. Generally neat and clean. Presents an acceptable image.)
10. *Assertiveness* (Generally has a good self-concept. Persistent when convinced of appropriateness but willing to yield to evidence or requirements. Willing to ask questions and not intimidated by authority.)

Please give an overall rating for this student intern and comment briefly on how he or she ranks compared to other interns you have had from this department or other similar departments at other schools.

Comment on the intern's work on the portfolio project.

Elaborate on any specific strengths or weaknesses you have found in this intern's performance.

Internship Supervisor's Signature _____ Date _____

As soon as the internship is completed, please **send this document directly to:**

Mr. Daniel Price

English Department

Texas State University-San Marcos

601 University Drive

San Marcos, Texas 78666-4614.

512-245-3734 office

512-245- 8546 fax