

**UNIVERSITY OF NORTHERN IOWA
EMPLOYER'S/ORGANIZATION'S EVALUATION OF INTERN/CO-OP STUDENT**

STUDENT NAME: _____
EMPLOYER/ORGANIZATION NAME AND ADDRESS: _____

INSTRUCTIONS: The student's immediate supervisor should complete this evaluation of the student's performance. The evaluation of student interns/co-op students is an important part of the learning process. Your objective evaluation, comparing the student with other students of comparable academic level, with other entry level personnel, or by individual standards, will be very helpful to the student's professional development. Remarks are particularly helpful; feel free to extend your comments to an attached page.

For each item below, circle the number that best describes your assessment of the student's performance, using the following scale:

- 5 = outstanding;
- 4 = good;
- 3 = adequate, student met expectations but could use some improvement;
- 2 = needs significant improvement (please explain in "Additional Comments" below);
- 1 = not acceptable (please explain in "Additional Comments" below).
- NA = Not Applicable

ATTITUDES & BEHAVIORS

Initiative: proceeds well on his/her own, act independently.	1	2	3	4	5	NA
Attitude: interested, enthusiastic and industrious.	1	2	3	4	5	NA
Learning: takes constructive criticism well and learns from mistakes.	1	2	3	4	5	NA
Judgment: makes the right decisions and exercises good judgment.	1	2	3	4	5	NA
Relationships with others/Teamwork: relates well with others.	1	2	3	4	5	NA
Dependability: reliable and completes assignments in timely manner.	1	2	3	4	5	NA

BASIC SKILLS

Verbal communication: speaks in a clear, complete, but concise manner.	1	2	3	4	5	NA
Written communication: writes in a clear, complete, but concise manner.	1	2	3	4	5	NA
Organization: demonstrates efficiency, productivity, and planning skills.	1	2	3	4	5	NA
Analytical/Math: understands and demonstrates effective analytical/math skills.	1	2	3	4	5	NA
Technology Proficiency/Software: entered position with appropriate skill set and learned new technology related skills for the internship/co-op position.	1	2	3	4	5	NA
Knowledge of field: demonstrates working knowledge and understanding of the career field (at an internship/co-op level).	1	2	3	4	5	NA

QUALITY OF EFFORT & OVERALL PERFORMANCE

Quality of effort: meets or exceeds expectations and standards.	1	2	3	4	5	NA
Professional demeanor: student maintains appearance, conduct, and attitude appropriate to the professional setting.	1	2	3	4	5	NA

UNI Internship/Cooperative Education Evaluation Form (continued)

If you were to grade this student's performance based upon the demands of the internship/co-op position, what grade would you assign (circle one)?

A+ A A- B+ B B- C+ C C- D+ D D- F

COMMENTS:

What are the student's most outstanding qualities or accomplishments?

What areas or skills should the student strive to improve?

Career Potential. . . Do you believe the student has the qualities necessary to succeed if she/he were to pursue a career in this field?

Additional comments:

The supervisor is encouraged to discuss this evaluation with the intern/co-op student. Have you discussed this report with the student? Yes _____ No _____

Name of supervisor completing this evaluation:

_____ (printed name) _____ (signature) _____ (title)

Date: _____ (telephone number) _____ (e-mail address)

Upon completion, please mail, fax or email to UNI's Cooperative Education/Internship Program.

University of Northern Iowa
Cooperative Education and Internship Program
102 Gilchrist
Cedar Falls, Iowa 50614-0384