**Georgian Court University**

**School of Business & Digital Media**

**Intern Evaluation**

**(To be completed by Site Supervisor on completion of internship)**

Student Intern’s Name:

Faculty Internship Course Instructor:

Company:

Site Supervisor’s Name:       Phone:

**Personal Traits and Qualities (1-low, 2-below average, 3-average, 4-above average, 5-high, NA-not applicable)**

Attendance/Punctuality

Dependability

Appropriate dress/appearance

Cooperation

Initiative

Exercises sound judgment

Willingness to learn

Accepts constructive criticism

Interactions with others

Level of professionalism

**Intellectual and Professional Background**

Knowledge of field

Thinks independently

Recognizes problems/develops solutions

Follows directions

Teamwork

**Communication Skills**

Oral communication

Written communication

Listening skills

**General Performance**

Attitude toward the internship

Quality of work

Meeting goals set at start of internship

Understands/Adapts to Technology Needs

Please comment on any problems or positive indicators of the intern’s progress and possible suggestions for additional growth and development.

Would you be interested in hosting future interns? If so, in what areas or fields?

Additional Comments:

This report has been discussed with the student

Site Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Email or fax the evaluation within one week of internship completion to the Internship Coordinator— Business majors –Theodora Sergiou (tsergiou@georgian.edu); Digital Communication majors-Dr. Gina Marcello (gmarcello@georgian.edu); and Graphic Design majors--Dr. Jinsook Kim (jkim@georgian.edu). Fax: 732-987-2024.

**Thank you for participating in the GCU internship program!**