

# INTERNATIONAL INTERNSHIP PROGRAM

## FINAL EVALUATION

STUDENT \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

(Please Print)

To Site Supervisor: In order to evaluate this student's internship, we need your final assessment of performance. This evaluation is extremely important to the Faculty Moderator, who will be assigning a grade to the student. Please complete this form as soon as possible, and forward it to me at Stonehill College. In order for us to determine the progress attained by this student since your Midterm Evaluation, please respond to the following questions.

In addition to this form, the student has been encouraged to ask you for a letter of recommendation, on your agency's letterhead.

**EXCELLENT    VERY GOOD    GOOD    POOR**

<b>ATTENDANCE AND PUNCTUALITY</b>	___	___	___	___
<b>DEPENDABILITY</b>	___	___	___	___
<b>INITIATIVE AND MOTIVATION</b>	___	___	___	___
<b>ACCEPTANCE OF RESPONSIBILITY</b>	___	___	___	___
<b>COMMUNICATION SKILLS</b>	___	___	___	___
<b>ORGANIZATIONAL SKILLS</b>	___	___	___	___
<b>APPEARANCE AND PROFESSIONALISM</b>	___	___	___	___
<b>RELATIONSHIP WITH STAFF MEMBERS</b>	___	___	___	___
<b>OVERALL QUALITY OF PERFORMANCE</b>	___	___	___	___

**-OVER-**

Please comment briefly on each of the following questions.

**(1) Please describe the intern's responsibilities during the term.**

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**(2) Please list the student's two major attributes.**

(a) \_\_\_\_\_

(b) \_\_\_\_\_

**(3) Please list the two areas in which you believe the student needs the most improvement.**

(a) \_\_\_\_\_

(b) \_\_\_\_\_

**(4) Please indicate the one greatest contribution this student made to your agency.**

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**(5) Please add any comment that would assist us in evaluating this student's performance.**

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Whereas the Midterm Evaluation was reviewed and discussed with the student, the Final Evaluation need not be shown to the student.

Site Supervisor's Signature: \_\_\_\_\_

**Thank you for your cooperation.**

**International Programs  
Stonehill College  
320 Washington Street  
Easton, MA 02357  
USA**

**Fax: 508-565-1428**