



An internship is a training and educational opportunity blended together to support student development and industry partnerships. Students should receive regular feedback on their performance to support professional growth. This form can be used to help the student reflect on strengths and areas of improvement. This form can be used at both mid-point and end of internship.

STUDENT NAME

DATE OF FEEDBACK FORM REVIEW

COMPANY NAME

SUPERVISOR NAME

EXCELLENT GOOD FAIR POOR UNSATISFACTORY

Attendance (punctuality).....					
Productivity (volume, promptness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work (accuracy, completeness, neatness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative (self-starter, resourceful).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability (thorough, organized).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude (enthusiasm, curiosity, desire to learn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations (cooperative, courteous, friendly).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Learn (comprehension of new concepts).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills (written and oral expression).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment (decision making).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A copy of a letter of recommendation may be utilized in addition to this section.

Please describe areas where the intern demonstrated new skills, knowledge, and strengths (consider learning objectives identified at beginning of internship).

Explain any performance areas below average that did not meet expectations (consider student progress in relation to mid-point evaluation, if applicable)

Discuss the intern's communication skills, collegial and collaborative behavior, and professional conduct throughout the internship.

Additional comments or suggestions for the student:

STUDENT INTERN

INTERNSHIP SUPERVISOR

PRINT STUDENT NAME

SIGNATURE

DATE

PRINT SUPERVISOR NAME

SIGNATURE

DATE

Thank you for working with Scottsdale Community College to support student interns as they Learn. Grow. Achieve. in our community and beyond through work-based learning experiences.

Questions? Contact Hao Thai, Internship Coordinator at Scottsdale Community College
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