**INTERNSHIP EVALUATION FORM**

Master of Environmental Management, Department of Earth System Science & Policy

Thank you for taking the time to complete this important form. For the Internship to count toward the M.E.M. degree in Earth System Science & Policy **the student’s Internship Supervisor must filled up this Evaluation Form** and the student must provide a final report and give an oral presentation. The student will not receive credit for the Internship until this form is processed. This form should be mailed two weeks before the student oral presentation. Please send this form to the student’s faculty advisor. Include the all pages of this form when e-mailing.

     

**Student** Faculty Advisor

     

Organization Date of Internship

     

Organization Supervisor Organization Supervisor Title

Please assess the student performance by checking the appropriate levels in the level-scale bare and explain your ratings.

Example:

1. Student grasp and perception of organization functions and goals

Poor Superior NA

Additional comments:

Good understanding of the organization and its goals.

1. Student grasp and perception of organization functions and goals

Poor Superior NA

Additional comments:

2. Quality of Work – Indication of satisfactory professional/technical and scientific knowledge

Poor Superior NA

Additional comments:

3. Quality of Work – Volume of useful output

Poor Superior NA

Additional comments:

4. Quality of Work – Quality of final results

Poor Superior NA

Additional comments:

5. Quality of Work – Degree of inquisitiveness / ability to pay attention to details

Poor Superior NA

Additional comments:

6. Organization of Work – Analyses and systematizes both method and time schedule

Poor Superior NA

Additional comments:

7. Thoroughness – Perseverance, following through to completion

Poor Superior NA

Additional comments:

8. Responsibility – Accepts supervision and fulfills obligations of position

Poor Superior NA

Additional comments:

9. Judgment – Ability to make balanced decision

Poor Superior NA

Additional comments:

10. Initiative – Acts to recommend and implement own constructive ideas

Poor Superior NA

Additional comments:

11. Adaptability – Readily adjusts to new or changing conditions

Poor Superior NA

Additional comments:

12. Attendance – Regularity; punctuality

Poor Superior NA

Additional comments:

13. Interpersonal Relationships – Ability to relate to and cooperate with colleagues

Poor Superior NA

Additional comments:

14. Ability to operate under stress – Emotional self control

Poor Superior NA

Additional comments:

15. Attitude toward Criticism – Ability to accept constructive criticism

Poor Superior NA

Additional comments:

16. Appearance – Appropriate dress and general acceptance appropriate for those with whom student must work

Poor Superior NA

Additional comments:

17. Other (specify)

Poor Superior NA

Additional comments:

18. Overall rating

Poor Superior NA

General comments *(if possible, include your view on how competent the student was as an Environmental Manager in your organization, what was his/her strengths and/or weakness and if you would consider hiring this person in the future; use an additional sheet if necessary)*:

Click or tap here to enter text. Click or tap here to enter text.

Signature of Organization Supervisor Date

Phone