



Final Evaluation Thomas Student Intern

Student: _____

Employer: _____

Site Mentor (Supervisor): _____

Your assessment of your student intern's performance is important to us. Please be candid when completing this evaluation form. We encourage you to review the evaluation with the student before returning it to Thomas College.

	Excellent				Poor
	5	4	3	2	1
Communication Skills (oral, written) <i>Comments:</i>					
Critical Thinking Skills (analytical, problem solving) <i>Comments:</i>					
Interpersonal Skills (relationship with employees, supervisor, clients, and attitude) <i>Comments:</i>					
Leadership ability <i>Comments:</i>					
Diversity (ability to relate to diverse audiences) <i>Comments:</i>					
Quality of work produced <i>Comments:</i>					

Excellent					Poor
5	4	3	2	1	

Quantity of acceptable work produced
Comments:

Organizational skills
Comments:

Attendance
Comments:

Punctuality
Comments:

Dependability
Comments:

Initiative/ Motivation
Comments:

Dress and Appearance
Comments:

Summary comments: *please provide your overall impression/assessment of the student*

*Thomas College has permission to quote my written comments
 in promotional materials unless this box is checked |*

Accomplishment of learning objectives:

	Excellent				Poor
	5	4	3	2	1
1.					
2.					
3.					
4.					
5.					

Please indicate the grade you believe the student intern has earned:

___A ___A- ___B+ ___B ___B- ___C+ ___C ___C- ___D+ ___D ___D- ___F

The student intern worked (hours) the minimum hours required during the internship time period (3 credits-150 hrs; 6 credits-300 hr.; 9 credits-450 hrs; 12 credits-600 hrs). ___ Yes ___ No

Mentor's Signature _____ Date _____

Student's Signature _____ Date _____

Please send, fax or email this evaluation form to:

Intern, business major:

Dr. Donald Cragen, Thomas College, 180 West River Road, Waterville, ME 04901, (207) 859-1114 (fax number) or cragend@thomas.edu.

Intern, arts & sciences major:

Dr. John Majewski, Thomas College, 180 West River Road, Waterville, ME 04901, (207) 859-1114 (fax number) or majewskij@thomas.edu.

Thank you for your cooperation.