Computer Information Systems Internship Program

COORDINATOR'S EVALUATION

STUDENT: _____

INTERNSHIP SITE: _____

SITE SUPERVISOR:_____

Category	Points	Explanation
Communication		The student kept in contact with the coordinator throughout the internship (0-10 points)
Reliability		The student could be counted on to get the job done with minimal supervision (0-10 points)
Punctuality		The student was on-time for work due both on the job and for the internship itself (0-10 points)
Paperwork		The student kept good, orderly records and fulfilled all paperwork requirements as needed (0-10 points)
Human relations		The student worked well with others on the job, their supervisor, and their coordinator (0-10 points)
Quality of work		The student's work both on the job and for the internship course demonstrated a professional, responsible attitude and a mastery of skills needed for the tasks (0-10 points)
Quantity of work		The student demonstrated superior work output and production (0-10 points)
Progress		The student has demonstrated exceptional progress (0-5 points)

Coordinator's signature: _____   Date: _____