

GRAPHIC DESIGN INTERNSHIP

School of Industrial + Graphic Design, Auburn University

INTERNSHIP EVALUATION REPORT:

PLEASE RETURN TO:
Associate Professor
Courtney Windham

Please type or print clearly and submit this form to Assoc. Professor Courtney Windham at least **one week prior to the end of the internship**. This student evaluation and any examples of work done will aid in assigning of the final grade.

School of Industrial
+ Graphic Design
207 Wallace Hall
Auburn University, AL 36849

DATE _____ NAME OF INTERN _____

SEMESTER OF INTERNSHIP: SPRING SUMMER FALL YEAR: _____

EMPLOYER _____ SUPERVISOR _____

DATES OF INTERNSHIP _____ NUMBER OF HOURS WORKED PER WEEK _____

LOCATION _____ PAY SCALE FOR INTERN _____

courtney.windham@auburn.edu
office: 334.844.8766
cell: 205.902.3949

INSTRUCTIONS: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similar classified jobs, or with individual standards. Please mark one in each category.

ATTITUDE—APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat interested
- Definitely not interested

ABILITY TO LEARN

- Learned work exceptionally well
- Learned work readily
- Average in understanding work
- Rather slow to learn
- Very slow to learn

JUDGEMENT

- Exceptionally mature in judgement
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgement
- Consistently uses bad judgement

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

INITIATIVE

- Proceeds well on his/her own
- Goes ahead independently at times
- Does all assigned work
- Must be pushed occasionally
- Must be pushed frequently

RELATIONS WITH OTHERS

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty working with others
- Works very poorly with others

If you were grading this intern, what letter grade would you assign? Please circle one.

- A** Excellent performance. Student was responsive to the job objectives, and is **superior** in work evaluation.
- B** Student was responsive to the job objectives and is considered **above average** in work evaluation.
- C** Student was responsive to job objectives and is considered **average** in work evaluation.
- D** Student was not responsive in the job objectives given and is considered **below average** in work evaluation.
- F** Student was not responsive in the job objectives given and the evaluation of their work performance is considered to be **unacceptable** and thus failing.

Additional comments: