

INTERNSHIP PROVIDER'S FINAL EVALUATION OF STUDENT PERFORMANCE AND ACTIVITIES

Department of Horticulture
University of Arkansas

Student's Name: _____ **Date:** _____

Period of Employment: Start Date _____ Termination Date _____

Job/Position Title: _____ **Wage or Salary:** _____

A. Company Evaluation It is requested that you utilize the standard employee evaluation form for your company in a final evaluation of the student and share it with the student. The final evaluation should also be submitted to the internship advisor for critique and evaluation purposes - part of the learning experience.

In addition, we ask that you complete the form below, however, if you have used another instrument for evaluation this may be unnecessary. If you do not have a standard employee performance evaluation, please complete the form below, review it with the student, and submit it to the internship coordinator.

B. Student Intern Performance Evaluation Use the rating scale of 1-5 to evaluate the student intern performance and their characteristics while serving as an intern-employee for your company. If they showed improvement in performance, please note that fact. Comments may be made below each rating.

Rating Scale: 1= Unsatisfactory, 2= Below Average, 3=Average, 4=Good to Very Good, 5=Excellent

<u>Characteristics</u>	<u>Rating</u>	<u>Check if Improvement Shown</u>	<u>Comment</u>
Technical Skill	_____	<input type="checkbox"/>	
Horticultural Knowledge	_____	<input type="checkbox"/>	
Ability to Learn	_____	<input type="checkbox"/>	
Timeliness	_____	<input type="checkbox"/>	
Neatness	_____	<input type="checkbox"/>	
Appearance	_____	<input type="checkbox"/>	
Communication Skills	_____	<input type="checkbox"/>	
Initiative and Motivation	_____	<input type="checkbox"/>	
Attitude	_____	<input type="checkbox"/>	
Enthusiasm	_____	<input type="checkbox"/>	
Relationships with others	_____	<input type="checkbox"/>	
Ability to Work with Others/Teams	_____	<input type="checkbox"/>	
Dependability/Reliability	_____	<input type="checkbox"/>	
Independence	_____	<input type="checkbox"/>	
Judgement	_____	<input type="checkbox"/>	
Overall Performance	_____	<input type="checkbox"/>	

C. Written Commentary. Please complete the following questions of the performance of the student intern.

1. Was the student a good employee? Did they earn their wages? (Please explain)

2. What were the best attributes /characteristics the student brought to the position?

3. What are attributes/characteristics the student could improve upon?

4. Was the student prepared for the internship responsibilities, both academically and personally?

5. Please suggest additional training or courses the student should complete prior to employment?

6. Any additional comment about the student, the internship advisor and/or coordinator, or your evaluation of the internship experience.

7. If you had to grade this student-intern for academic credit they received while in your employment, what grade would they receive? Please explain.

Circle appropriate Grade

A (Excellent) **B** (Good) **C** (Average) **D** (Below Average) **F** (Failing)

Comment:

Would you like to see a copy of the student-intern's final report if available?

Yes No

Will you sponsor an intern in the future? Yes No

Comment:

Please mail or Fax to the appropriate person with an address on the following page.