



Internship Information

Student Name	<input type="text"/>	Academic Advisor	<input type="text"/>
Supervisor Name	<input type="text"/>	Internship focus area	<input type="text"/>
Number of Absences	<input type="text"/>	Number of Supervisor/Intern Conferences	<input type="text"/>
		Total hours worked	<input type="text"/>

Activity Record

Please rate the intern on the characteristics below using the rating scale: **excellent, very good, good, fair, or poor**. If you **did not observe**, please indicate so. Supervisors are expected to review the completed ratings with the intern.

Professionalism	<input type="text"/>	<p>Comments on Interns strengths and areas for improvement :</p> <div><input type="text"/></div>
Willingness to learn and accept change	<input type="text"/>	
Initiative	<input type="text"/>	
Acceptance of constructive criticism	<input type="text"/>	
Thoroughness and quality of work	<input type="text"/>	
Work efficiency/productivity	<input type="text"/>	
Cooperation/compatibility with fellow workers	<input type="text"/>	
Technical competence	<input type="text"/>	
Use of knowledge to problem solve	<input type="text"/>	
Dependability	<input type="text"/>	
Overall quality of performance	<input type="text"/>	<p>Comments regarding ratings are encouraged. Additional letters or documentation may be attached as appropriate.</p>

Additional feedback you would like to share:

Overall assessment of the interns' performance.

Please contact the student's academic advisor if performance has been unsatisfactory.

☐ Satisfactory

☐ Unsatisfactory

Intern Signature

Date

Supervisor Signature

Date

The intern evaluation report is to be completed by the supervisor and comments reviewed with the student prior to submission. Two copies of the completed and signed evaluation form are to be submitted: 1) one copy to the academic advisor and 2) a copy sent to: **Department of Animal Sciences Internship Program; 116 Plumb Hall; 2027 Coffey Road, OH 43210.**