**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**COLLEGE OF ARTS AND LETTERS**

**DEPARTMENT OF ART AND DESIGN**

INTERNSHIP SUPERVISOR EVALUATION

ART 5751= 30 hrs/ 15 weeks,

ART 5752= 60 hrs/ 15 weeks

ART 5753, DES 5590= 90 hrs/ 15 weeks

*To Be Completed By Supervisor After Internship is Finished*

Name of Student Intern:

Internship Supervisor:
Telephone Number:

Email:

Name of Sponsoring Business Organization:

Position/ Job:

Dates of Internship:

Hours Per Week:

INSTRUCTIONS:

Please **bold** or highlight the appropriate answer.

In evaluating the student intern's performance under the various quality

factors, weights from 1 to 5 should be assigned:

1-Unsatisfactory 2-Marginal 3-Average 4-Above Average 5- Outstanding

1. Promptness in reporting for work: 1 2 3 4 5
2. Intern’s overall interest in assigned work: 1 2 3 4 5
3. Ability to follow instructions: 1 2 3 4 5
4. Appreciation and acceptance of professional of assistance or guidance from supervisor or co-workers : 1 2 3 4 5
5. Effectiveness of relationships with supervisor and co-workers:
6. 2 3 4 5
7. Understanding of technical aspects of their field:
8. 2 3 4 5 n/a
9. Ability to formulate and advance new plans, ideas, or projects:
10. 2 3 4 5 n/a
11. Ability to relate technical knowledge to job: 1 2 3 4 5 n/a
12. Ability to analyze problems and resolve them: 1 2 3 4 5 n/a
13. Plans and coordinates work within time limits: 1 2 3 4 5
14. Works steadily in absence of direct supervision: 1 2 3 4 5 n/a
15. Ability to communicate orally: 1 2 3 4 5
16. Ability to communicate in writing: 1 2 3 4 5
17. Overall rating of this student intern’s performance: 1 2 3 4 5

15. Did the student complete the required number of internship hours?

YES NO

16. Has your organization previously used student interns from California State University, San Bernardino?

 YES NO

17. Would you be interested in hosting other interns in the future?

YES NO

18. Would you be interested in hiring this intern on a full or part-time basis?

 YES NO

19. Any additional comments?

20. Please indicate if you are ok to share this form with the student intern.

 YES NO

Supervisor's Signature

Date

Your participation in our Internship Program is greatly appreciated. Please email this completed Intern Evaluation Report to:

**art@csusb.edu**

Or print out and mail a copy to:

Department of Art and Design, ATTN: Internships

California State University, San Bernardino

5500 University Parkway
San Bernardino, CA 92407