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Marketing Internship Evaluation Form

To the Internship/Work Supervisor:

In order to evaluate the intern's work, award academic credit for the internship, and offer appropriate career guidance, we ask that you provide an honest appraisal of the student's work. This evaluation form is required for the student to receive credit for the internship.

Thank you for your time.

Please return to: Ravindra Chitturi
Lehigh University
621 Taylor Street
Bethlehem, PA 18015

Or email to: rac2@lehigh.edu

Student Name: _____

Internship Dates and Duration: _____

Name of Internship/Work Supervisor: _____

Title: _____ Organization: _____

Brief description of work performed:

Assess the quality of student's work (circle one):

Excellent Good Fair Below Average Poor

Describe the student's greatest strength:

Give suggestions for the student's professional development:

Please rate the student's performance, based on the following criteria:

Ability to solve problems:

Excellent Good Fair Below Average Poor NA

Follows instructions carefully and accurately:

Excellent Good Fair Below Average Poor NA

Follows through on projects:

Excellent Good Fair Below Average Poor NA

Meets deadlines:

Excellent Good Fair Below Average Poor NA

Speaks clearly on the telephone:

Excellent Good Fair Below Average Poor NA

Communicates well with co-workers:

Excellent Good Fair Below Average Poor NA

Communicates appropriately in work situation:

Excellent Good Fair Below Average Poor NA

Uses proper spelling and grammar in writing:

Excellent Good Fair Below Average Poor NA

Is organized and accurate:

Excellent Good Fair Below Average Poor NA

Maintains a professional appearance:

Excellent Good Fair Below Average Poor NA

Maintains a professional manner:

Excellent Good Fair Below Average Poor NA

Additional Comments:

Signature of Supervisor: _____ **Date:** _____