Host Institution/Organization
Final Evaluation of Student Intern
APPA Student Internship Program

This form can be used to assess performance of APPA student intern while serving your institution/organization. Your input in this evaluation will help student to understand how well they performed during the internship. The intern supervisor is recommended to complete and review this form with your student intern during the final internship period.

Host Institution/Organization Information

Host Institution Name:			
Supervisor Name:		**Title:**	
Supervisor Email:		**Supervisor Phone#:**	

Student Information

Student Name:			
Internship Position:		**Start/End Date:**	
Internship Period:	☐ Fall ☐ Spring ☐ Summer ☐ Fall and Spring ☐ Fall, Spring, and Summer		

Evaluation of Student Work Performance

Criteria	Exceed Expectations	Meet Expectations	Below Expectations
Academic Knowledge			
Understands concepts and apply knowledge on the job	☐	☐	☐
Analysis and Judgement			
Applies skills appropriate for carrying out tasks and solving problems	☐	☐	☐
Communication			
Articulates ideas and concepts in meetings and teams	☐	☐	☐
Listens to others in an active and attentive manner	☐	☐	☐
Interacts well with others and resolve conflicts	☐	☐	☐
Initiative and Creativity			
Develops ideas and/or explore alternative solutions	☐	☐	☐
Learning Capability			
Seeks out challenges and opportunities to learn	☐	☐	☐
Seeks out and utilizes appropriate resources	☐	☐	☐
Professionalism			
Demonstrates ability to set appropriate priorities/goals	☐	☐	☐
Accepts suggestions and constructive feedback	☐	☐	☐
Quality of Work			
Produces outputs of consistent quality and on time	☐	☐	☐
Relationship/Teamwork			
Demonstrates ability to work in diverse teams	☐	☐	☐
Supports and contributes to a team atmosphere	☐	☐	☐

Comments on Student Work Performance:

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____