THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

DEPARTMENT OF COMPUTING
Mona, Kingston 7, Jamaica, West Indies

Internship Evaluation

Name of Intern: _____

Name of Host Company: _____

Name of Mentor/Supervisor: _____

Period of Evaluation: _____   to   _____
                      Commencement Date   Termination Date

For each of the following criteria, rate the intern's performance with the most appropriate number.
      Excellent – 5   *Good – 4*   *Satisfactory – 3*   *Fair – 2*   *Poor – 1*

	Performance Categories	5	4	3	2	1
1.	Quality of work					
2.	Use of time (efficient/effective use of time to complete tasks)					
3.	Ability to take initiative (ability to work independently)					
4.	Grasp of subject (understanding of applicable standards and procedures)					
5.	Judgement skills (ability to make appropriate work-related decisions)					
6.	Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)					
7.	Adaptability (ability to alter activities to accommodate change)					
8.	Problem solving/critical thinking skills					
9.	Punctuality					
10.	Attendance					
11.	Communication skills (verbal and written)					

12. Comment on whether the goals of the internship were met _____
_____

13. What skills did the student develop? _____
_____

14. What are the observed primary strengths of the intern? _____
_____

15. What are the recommendations for improvement of the intern?_____
_____

16. What is your overall assessment of the student's performance?
_____

17. State any other relevant observations _____
_____

18. Based on the following criteria, rate the intern's overall performance: _____
      Excellent – 5   *Good – 4*   *Satisfactory – 3*   *Fair – 2*   *Poor – 1*

_____   _____

Mentor/Supervisor   Date