



COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
Department of Agricultural and Resource Economics

2200 Symons Hall  
College Park, Maryland 20742-5535  
301.405.1293 TEL 301.314.9091 FAX

### FINAL INTERN EVALUATION

**Intern's NAME:** \_\_\_\_\_

**Organization's NAME:**  
\_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_  
**(Person conducting evaluation)**

**EVALUATION PERIOD:** \_\_\_FALL 20\_\_\_ \_\_\_SPRING 20\_\_\_

**SEE CRITERIA BELOW & ASSESS STUDENT'S PERFORMANCE.**

**THE EVALUATOR'S WRITTEN EVALUATION REMARKS AND COMMENTS SHOULD BE ATTACHED TO THIS FORM AND SUBMITTED BY MAIL or Fax TO:**

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Agricultural and Resource Economics  
2200 Symons Hall  
University of Maryland  
College Park, MD 20742  
PHONE: 301-405-1291  
FAX: 301-314-9091**

### CRITERIA FOR EVALUATION

The student's internship activities shall be evaluated in counsel with the student & using the following criteria:

#### INTERNSHIP EVALUATION

ATTENDANCE, PUNCTUALITY, PERSONAL APPEARANCE	EXCELLENT	GOOD	AVERAGE
1 Reports to work when scheduled	~	~	~
2 Arrives to work on time	~	~	~
3 Arranges for lateness or time off in advance	~	~	~
4 Is appropriately dressed for work	~	~	~
5 Is properly groomed	~	~	~

KNOWLEDGE OF JOB	EXCELLENT	GOOD	AVERAGE
1 Grasps instructions quickly	~	~	~
2 Has developed appropriate technical knowledge	~	~	~
3 Desires to increase knowledge of job	~	~	~
4 Is willing to ask questions	~	~	~



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<b>QUALITY OF WORK</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
1	Produces work that is accurate and neat	~	~	~
2	Shows thoroughness in work	~	~	~
3	Produces the expected volume of work	~	~	~
4	Is efficient in use of time	~	~	~
5	Ability to set priorities	~	~	~
<b>ATTITUDE</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
1	Shows initiative	~	~	~
2	Is enthusiastic about work	~	~	~
3	Is willing to work with and for others	~	~	~
4	Accepts suggestions/criticism	~	~	~
5	Asks for additional work when tasks are complete	~	~	~
<b>JUDGEMENT, RELIABILITY, ADAPTABILITY</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
1	Is able to think independently	~	~	~
2	Makes good decisions	~	~	~
3	Is able to work under pressure	~	~	~
4	Meets deadlines	~	~	~
5	Is adaptable to changes in the work environment	~	~	~
<b>HUMAN RELATIONS</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
1	Cooperates with supervisors and co-workers	~	~	~
2	Is courteous and friendly	~	~	~
3	Controls emotions	~	~	~
4	Speaks well and shows good choice of words	~	~	~

**Overall student performance is:**                    **EXCELLENT**                    **GOOD**                    **AVERAGE**

**COMMENTS:**

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