

Kutztown University Department of English Professional Writing Internship: Site Supervisor's Report

Student: _____

Supervisor: _____

Internship site: _____

Dates of Internship: _____ to _____

Please return this form to: _____

c/o Kutztown
University of PA
PO Box 730
Kutztown, PA
19530

on or before: _____

	excellent	good	fair	poor
ATTITUDE				
Toward job: adapts to new assignments				
Toward job: shows interest and enthusiasm				
Toward coworkers: friendly, considerate				
Toward coworkers: tactful and cooperative				
Toward supervision: attentive, cheerful				
Toward supervision: receptive to criticism				
Initiative: alert, enthusiastic				
Initiative: self-reliant, accepts responsibility				

JOB PERFORMANCE				
Quality of work: accuracy, completeness, neatness				
Knowledge of job: knows how and why				
Knowledge of job: knows methods, tools, materials				
Speed of learning: asks good questions, learns quickly				
Manner of work: organized and efficient				
Communication: written (clear, concise, professional)				
Communication: oral (clear, concise, professional)				
Dependability: works independently, hits deadlines				
Judgment: thinks, makes right decisions				
Attendance: punctual, few absences				
Appearance: well groomed, appropriate dress				
Personality: self-confident, poised, sincere				

How does the intern's performance compare with that of other employees on the same or similar jobs?

Please indicate any strengths or weaknesses shown by the student to aid in guidance:

How would you rate the student's prospects for success in this type of career? (circle one)

excellent

good

fair

poor

General Comments:

Signature

Date