



MURRAY STATE UNIVERSITY

Institute of Engineering

Supervisor's Evaluation Form

* Required Information

Please download this form and complete the information requested. Once complete, please email the saved form to the intern's faculty adviser. Thank you for your cooperation with MSU and supporting our program and students. We appreciate it. If you have any questions, please contact us.

DATE: *

INTERN STUDENT'S NAME: *

Company Contact Information

COMPANY NAME: *

SUPERVISOR'S NAME: *

SUPERVISOR'S EMAIL: *

SUPERVISOR'S PHONE#: *

Evaluation Information

1. Quality of Work (Accuracy and thoroughness)*

Comments:

2. Quality of Work (Speed and Timeliness)*

Comments:

3. Completion of Assignments*

Comments:

4. Used Time Effectively*

Comments:

5. Verbal Communication Skills*

Comments:

6. Written Communication Skills*

Comments:

7. Acceptance of Responsibilities*

Comments:

8. Response to Constructive Criticism*

Comments:

9. Cooperation with Co-workers and Supervisor*

Comments:

10. Self-motivation*

Comments:

11. Interest in Work: Enthusiasm*

Comments:

12. Appropriate Dress and Appearance*

Comments:

13. Demonstration of Creativity/Originality*

Comments:

14. Adherence to Company Rules and Procedures*

Comments:

15. OVERALL performance Rating*

Comments:

16. What benefits did you or your company derive from this internship experience?

Comments:

17. Does your company typically groom interns for full-time positions?

Comments:

18. Were there any deficiencies in the internship program?

Comments:

19. Would you consider mentoring other intern students in the future?

Comments:

20. Did you complete an exit interview with the intern?

Comments:

THANK YOU for completing this evaluation of your intern/coop student from Murray State. We appreciate you working with this student to gain real world experience related to their chosen field. We have two additional requests: 1. Use the space below for any additional comments and 2. Please email the completed form to one of the advisers below.

(If you need to contact someone at Murray State you may call: Rudy Ottway (270) 809-6897 or Danny Claiborne, Chair (270) 809-6910)

Comments:

Please email form to intern's adviser.

Rudy Ottway - jottway@murraystate.edu

For more information about the programs in the Institute of Engineering, please visit www.murraystate.edu/engineering