INTERNSHIP PERFORMANCE EVALUATION – HSC 4500

CSU East Bay, Department of Nursing & Health Sciences: Connecting Ability with Opportunity

TO BE COMPLETED BY THE STUDENT’S INTERNSHIP SUPERVISOR

INTERNSHIP SUPERVISOR: This is a suggested performance evaluation form. This form must be completed before the end of the academic term in order for the student to receive an academic grade for this course. If your company has a standard performance evaluation form, you may use that form instead.

STUDENT: A performance evaluation form must be completed by your work supervisor. Upon completion, YOU MUST PROVIDE IT TO YOUR FACULTY ADVISOR along with your Timesheet. Failure to do so will result in an INCOMPLETE grade for this course.

Student’s Name: ___________________________ Internship Title: ___________________________

Name of Company/Organization: ___________________________

Supervisor’s Name: ___________________________

Supervisor’s Job Title: ___________________________ Supervisor’s Phone: (____) ______ ______

Please evaluate the student’s work performance based on:

QUALITY OF WORK
Excellent Needs improvement
Very good Poor
Average

ATTITUDE / APPLICATION TO WORK
Very enthusiastic Somewhat indifferent
Interested and industrious Not interested
Average in diligence/interest

ABILITY TO LEARN
Learns very quickly Rather slow to learn
Learns readily Very slow to learn
Average learning ability

JUDGMENT
Exceptionally mature Uses poor judgment
Above average in making decisions Consistently bad
Usually makes right decisions judgment

RELATIONS WITH OTHERS
Excellent interpersonal skills Difficulty working with others
Works well with others Works poorly with others
Gets along satisfactorily

DEPENDABILITY
Completely dependable Neglectful / careless
Above average Unreliable
Usually dependable

ABILITY TO COMMUNICATE
Written Verbal Listening/Comprehension
Clear and concise Clear and concise Exceptional listening/comprehension skills
Very good, understandable Very good, understandable Above average listening/comp skills
Usually satisfactory Usually satisfactory Usually listens/comprehends well
Needs improvement Lacks ability, must improve Listens/understands poorly

What traits may help or hinder the student’s advancement?

Overall Performance: Attendance Punctuality
Outstanding Marginal Regular Regular
Very good Unsatisfactory Irregular Irregular
Average

Internship Supervisor’s Signature ___________________________ Date ____________

Please send form directly to:
HSC 4500 INSTRUCTOR’S NAME
Dept. of Nursing & Health Sciences, SF 502
25800 Carlos Bee Blvd., Hayward, CA 94542