

## INTERN EVALUATION

Intern's Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_

Internship:      Start Date \_\_\_\_\_      End Date \_\_\_\_\_

### **INSTRUCTIONS**

This evaluation is an important consideration in assessing the overall performance of the intern and provides valuable feedback regarding the CM program's effectiveness in preparing students for a construction career.

Please check the appropriate space for each category listed and provide comments that support the evaluation value assigned and feedback regarding performance improvement. If you did not evaluate the intern on a particular category, please indicate that on the form.

Discussion of this evaluation with the intern at the conclusion of the Experiential Learning is encouraged.

In addition, please make any comments/suggestions for improving the Experiential Learning and its administration.

Mail the completed and signed evaluation (keep a copy for your records) to the Faculty Advisor of Record for the course at:

1. Mail to:

Attn: CMG 465 Experiential Learning  
Construction Management Program  
Utica University  
1600 Burrstone Road  
Utica, NY 13502-4892

**OR**

2. Scan the signed copy and send to: [amcross@utica.edu](mailto:amcross@utica.edu)

Intern: \_\_\_\_\_

	<u>Excellent</u> 4	<u>Good</u> 3	<u>Satisfactory</u> 2	<u>Unsatisfactory</u> 1
1. Positive Work Ethic A belief in hard work, does more than expected (comments)	_____	_____	_____	_____
2. Courteous Considerate behavior, polite, good manners (comments)	_____	_____	_____	_____
3. Good Attendance Report to work every day and on time (comments)	_____	_____	_____	_____
4. Integrity Truthful, honest, fair, just (comments)	_____	_____	_____	_____
5. Flexibility Adapt to new circumstances/situations (comments)	_____	_____	_____	_____
6. Common Sense Displays sound practical judgment (comments)	_____	_____	_____	_____
7. Responsible Willing to be accountable (comments)	_____	_____	_____	_____
8. Personal Appearance Dressed appropriately, neatness of appearance, grooming (comments)	_____	_____	_____	_____
9. Writing Skills Create written communication appropriate to the construction discipline. (comments)	_____	_____	_____	_____

Intern: \_\_\_\_\_

	<u>Excellent</u> 4	<u>Good</u> 3	<u>Satisfactory</u> 2	<u>Unsatisfactory</u> 1
10. Speaking Skills Effectively communicates verbally to individuals/groups. (comments)	_____	_____	_____	_____
11. Willingness to learn/be trained A desire to know and understand something (comments)	_____	_____	_____	_____
12. Relate to Co-workers A team player, forms friendly associations (comments)	_____	_____	_____	_____
13. Work Assignments/Tasks Completes assignment correctly (comments)	_____	_____	_____	_____
14. Time Management Meet deadlines; completes assignments on time (comments)	_____	_____	_____	_____
15. Objectives Original objectives/expectations met. (comments)	_____	_____	_____	_____

\_\_\_\_\_  
INTERN (print name)\_\_\_\_\_  
INTERN (signature)\_\_\_\_\_  
(Date)\_\_\_\_\_  
SUPERVISOR (print name)\_\_\_\_\_  
SUPERVISOR (signature)\_\_\_\_\_  
(Date)

**SUGGESTIONS AND COMMENTS**

I. Improving performance and professional growth of intern.

II. Improving the Internship course.