



Final Evaluation Form

MRT/MBS Internship Program

Dear Intern Supervisor,

The time has come to evaluate your intern. Please be as accurate as possible in your assessment. Now is the time for your intern to learn where the strong and weak areas are in his/her performance, before seeking actual employment. It does not do the intern any good if the ratings aren't truly reflective of the performance. Feel free to personally discuss with the intern your observations, suggestions, etc.

The grade you provide is a recommended grade. It may not be the grade the student receives. The grade will be determined mostly by your feedback, but also whether or not the intern has fulfilled the internship requirements such as weekly reports meeting deadlines, the Journal, and the final paper.

Along with this evaluation, the student will show you his/her hand written Journal. Please look it over to determine its accuracy, and initial the first page signifying that you have seen it. Feel free to have the student delete any information that you determine to be confidential.

Student _____

Name of Supervisor (please print clearly) _____

Is it OK to share this feedback with the student? yes no

Please rate your evaluation of the following on a scale from 1-5.

1=failure 2= needs development 3= satisfactory 4= very good 5=excels

Extra comments are welcomed.

Speaking: _____	Quality of work: _____
Listening: _____	Displays integrity: _____
Appearance: _____	Acts maturely: _____
Courtesy: _____	Accepts supervision: _____
Projects positive image: _____	Prepares: _____
Punctuality : _____	Ability to relate to others: _____
Sense of responsibility: _____	Ability to communicate with clients: _____
Understanding of duties: _____	Relates with and learns from staff: _____
Initiative: _____	Demonstrates appropriate skills for the position: _____
Ability to organize and carry out assignments: _____	Problem solving skills: _____
Work completion: _____	Preparedness to undertake Internship: _____

Suggested Final Grade: _____

(A= Exemplary, B= Above Average, C= Average, D= Unsatisfactory, F= Unacceptable)

instructions and signatures on next page or back

Final Evaluation Form (continued)

MRT/MBS Internship Program

Supervisor: _____**Name of firm/business:** _____**Date:** _____

- Please return this *Final Evaluation Form* directly to Professor Snyder in a sealed envelope.
- If the student personally delivers your evaluation to me, please seal it in your company envelope and *initial over the flap* to show that the envelope hasn't been tampered with.
- The student may bring it to me with his/her other required paperwork, or you can mail it. I must have hard copy.
- The Intern and I may discuss his/her performance.
- I will not show this evaluation to the intern, unless you state otherwise.
- I may discuss areas of weakness that may be noted.
- Feel free to call me if you have particular concerns or questions.
- Thank you for your continued support of the Music Internship Program!

Jeff Snyder/Internship Supervisor
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Additional Comments: