



## Host Institution/Organization Final Evaluation of Student Intern APPA Student Internship Program

This form is created to assess performance of APPA student intern while serving your institution/organization. Your input in this evaluation will help student to understand how well they performed during the internship. The intern supervisor needs to complete and review this form with your student intern during the final internship period.

Host Institution/Organization Information			
<b>Host Institution Name:</b>			
<b>Supervisor Name:</b>		<b>Title:</b>	
<b>Supervisor Email:</b>		<b>Supervisor Phone#:</b>	
Student Information			
<b>Student Name:</b>			
<b>Internship Position:</b>		<b>Start/End Date:</b>	
<b>Internship Period:</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall and Spring <input type="checkbox"/> Fall, Spring, and Summer		

Evaluation of Student Work Performance			
Criteria	Exceed Expectations	Meet Expectations	Below Expectations
<b>Academic Knowledge</b>			
Understands concepts and apply knowledge on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analysis and Judgement</b>			
Applies skills appropriate for carrying out tasks and solving problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b>			
Articulates ideas and concepts in meetings and teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to others in an active and attentive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts well with others and resolve conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative and Creativity</b>			
Develops ideas and/or explore alternative solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning Capability</b>			
Seeks out challenges and opportunities to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks out and utilizes appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>			
Demonstrates ability to set appropriate priorities/goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts suggestions and constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality of Work</b>			
Produces outputs of consistent quality and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relationship/Teamwork</b>			
Demonstrates ability to work in diverse teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports and contributes to a team atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments on Student Work Performance:</b>			

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for joining APPA Student Internship Program.  
<https://www.appa.org/JobExpress/internships.cfm>