

Undergraduate Internship Evaluation Form Sample PDF

This **Undergraduate internship evaluation form sample PDF** provides a standardized template for assessing student performance during their internship. It facilitates clear feedback from supervisors on skills, professionalism, and overall contribution. Utilizing this form ensures consistent and comprehensive evaluations for academic and career development purposes.

Intern Information

Student Name:	_____
Internship Position/Title:	_____
Department/Organization:	_____
Supervisor Name/Title:	_____
Evaluation Period:	_____

Performance Appraisal

Criteria	Excellent	Good	Average	Needs Improvement	Comments
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Overall Comments

Recommendation

- Highly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Signatures

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

For official use in academic records and career development assessment.