

# Purchase College, SUNY Academic Internship Program

Internship Site Supervisor
Evaluating Your Student Intern

#### Receive the Link to Evaluate

Internship Site
Supervisors will receive
the email "Purchase
College Intern Evaluation"

to access the online

Evaluation

without having to log
into Purchase JobScore.

You can also log in to your

<u>Purchase JobScore</u> account to complete
the evaluation under the **Confirm/Evaluate Your Intern** tab

Dear Internship Site Supervisor:

The Purchase College Career Development Center would like to thank you for supervising a student intern this semester. Please take a moment to complete an Internship Evaluation for Jessica Test.



#### **EVALUATE YOUR STUDENT INTERN:**

http://suny-purchase-

csm.symplicity.com/explearning\_emp/ac9c63caf7a2db32d0d17a742e17353f

You may also log on to **Purchase Jobscore** to access your evaluation as well as post new job and internship opportunities- <a href="http://suny-purchase-csm.symplicity.com/">http://suny-purchase-csm.symplicity.com/</a>.

Kindly submit your internship evaluation by **Friday**, **December 5**, **2017**. The performance evaluation will be forwarded to your intern's faculty sponsor. Grades are determined by utilizing your feedback in conjunction with an academic project assigned by the faculty sponsor. Your intern can not receive a grade until we receive your evaluation.

Constructive feedback is essential to your intern's learning experience. Before the end of the internship, please schedule a time to discuss the performance evaluation with your intern.

If you have any questions, please feel free to contact the Purchase College Career Development Center at 914-251-6370 or <a href="mailto:career.development@purchase.edu">career.development@purchase.edu</a>.

All the best,

Tara B. Malone, NCC, LMHC
Assistant Director, Internship & Diversity Programs
Career Development Center
Purchase College, State University of New York
Phone: 914-251-6371 Fax: 914-251-7802

www.purchase.edu/careerdevelopment

### **Evaluate Your Intern**

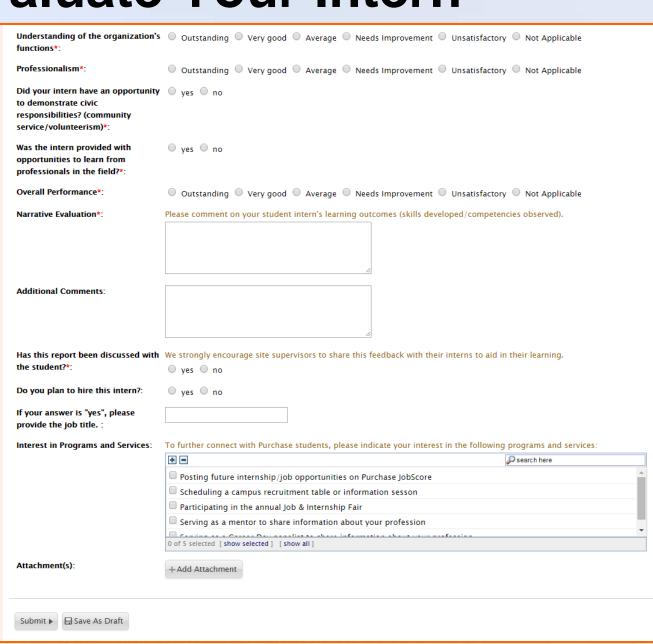
Rate the student intern on all of the scales. You can select "Not Applicable" if needed.

Internship Site Sup	ervisor Evaluation	NACEZIINI N-E-T-W-O-E-K
Submit ▶ Save As Draft		* indicat
Intern Evaluation  Thank you for providing a wonderful learning experience for our students. We ask that you please provide feedback on your current student intern't Your internship evaluation form will be submitted to the student's faculty sponsor. Grades are determined by utilizing your evaluation in conjunction academic project.		
Student:		
Employer Name:	Purchase College – Career Development Center	
Job:	Interactive Media Marketing Internship (721250) (archived)	
Date:	Select Clear	
Internship Site*:		
Semester/Year*:	•	
Site Supervisor's Name*:		
Site Supervisor's Title:		
Hours Per Week*:		
Quality of Work*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Attitude Towards Experience *:	lacktriangledown Outstanding $lacktriangledown$ Very good $lacktriangledown$ Average $lacktriangledown$ Needs Improvement $lacktriangledown$ Unsatisfactory $lacktriangledown$	Not Applicable
Reliability/Dependability*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Creativity*:	lacktriangledown Outstanding $lacktriangledown$ Very good $lacktriangledown$ Average $lacktriangledown$ Needs Improvement $lacktriangledown$ Unsatisfactory $lacktriangledown$	Not Applicable
Initiative*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Leadership*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Teamwork*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Adaptability/Flexibility*:	lacktriangledown Outstanding $lacktriangledown$ Very good $lacktriangledown$ Average $lacktriangledown$ Needs Improvement $lacktriangledown$ Unsatisfactory $lacktriangledown$	Not Applicable
Problem-Solving*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Judgment/Decision Making*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Communication Skills*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable
Willingness To Learn*:	Outstanding Very good Average Needs Improvement Unsatisfactory	Not Applicable

#### **Evaluate Your Intern**

The evaluation will need to include a Narrative Evaluation

We strongly encourage site supervisors to share the feedback provided on the evaluation with your student intern.



## Your Done!

Thank you again for supervising a Purchase College student intern this semester!

#### **Questions?**

Contact Us:

Purchase College, SUNY Career Development Center

(914) 251-6370

career.development@purchase.edu

