



Purchase College, SUNY Academic Internship Program

Internship Site Supervisor

Evaluating Your Student Intern

Receive the Link to Evaluate

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- <http://suny-purchase-csm.symplicity.com/>.

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 career.development@purchase.edu.

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

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

Evaluate Your Intern

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



Internship Site Supervisor Evaluation



* indicate

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. Your internship evaluation form will be submitted to the student's faculty sponsor. Grades are determined by utilizing your evaluation in conjunction with the student's academic project.

Student:

Employer Name: Purchase College – Career Development Center

Job: Interactive Media Marketing Internship (721250) (archived)

Date:

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*: Outstanding Very good Average Needs Improvement Unsatisfactory Not Applicable

Reliability/Dependability*: Outstanding Very good Average Needs Improvement Unsatisfactory Not Applicable

Creativity*: Outstanding Very good Average Needs Improvement Unsatisfactory 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*: Outstanding Very good Average Needs Improvement Unsatisfactory 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.



Understanding of the organization's functions*: Outstanding Very good Average Needs Improvement Unsatisfactory Not Applicable

Professionalism*: Outstanding Very good Average Needs Improvement Unsatisfactory Not Applicable

Did your intern have an opportunity to demonstrate civic responsibilities? (community service/volunteerism)*: yes no

Was the intern provided with opportunities to learn from professionals in the field?* yes no

Overall Performance*: Outstanding Very good Average Needs Improvement Unsatisfactory Not Applicable

Narrative Evaluation*: Please comment on your student intern's learning outcomes (skills developed/competencies observed).

Additional Comments:

Has this report been discussed with the student?* We strongly encourage site supervisors to share this feedback with their interns to aid in their learning.
 yes no

Do you plan to hire this intern?: yes no

If your answer is "yes", please provide the job title. :

Interest in Programs and Services: To further connect with Purchase students, please indicate your interest in the following programs and services:
 Posting future internship/job opportunities on Purchase JobScore
 Scheduling a campus recruitment table or information session
 Participating in the annual Job & Internship Fair
 Serving as a mentor to share information about your profession
 Creating a Career Development page to share information about your profession
0 of 5 selected [show selected] [show all]

Attachment(s):

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



PURCHASE COLLEGE