Penn State Information Sciences & Technology Internship Program
FINAL EVALUATION – Employer's Evaluation of Student/Penn State Preparation for the Internship

It is mandatory to fill out and submit this form to the IST Internship Program.

Student Name:_____ Option:_____ Student ID Number:_____

Circle one: IST 295B   IST 495   Circle one: Fall   Spring   Summer   Year: _____

Employer Name:_____ Employer Location:_____

Instructions:
Only the IST Internship Office and an IST faculty advisor will review these ratings. Feel free to elaborate on any items in the text boxes provided below.
1) **The immediate supervisor should evaluate the student objectively. Please compare the student's performance to that of other students of comparable academic levels and experience.**
2) **The student and his/her supervisor should review this form together and sign it below.**
3) **The student must return the original and one copy of this form to the IST Internship Office by the due date.**
4) <u>**Please keep a photocopy for your own records**</u>.

Rate the student's performance in the following skills using the numerical scale explained below:

5 – Superior; 4 – Very Good; 3 – Good; 2 – Fair; 1 – Poor; NA – Not Applicable

	5	4	3	2	1	NA
Understands and utilizes written and oral communication effectively	☐	☐	☐	☐	☐	☐
Ability to handle multiple priorities efficiently and effectively	☐	☐	☐	☐	☐	☐
Maintains a sense of responsibility for a task or project until completion	☐	☐	☐	☐	☐	☐
Analyzes appropriate information. Uses good judgment when developing and evaluating alternatives	☐	☐	☐	☐	☐	☐
Employed technical ability effectively	☐	☐	☐	☐	☐	☐
Can initiate and convey ideas and gain support from others	☐	☐	☐	☐	☐	☐
Worked independently without constant supervision	☐	☐	☐	☐	☐	☐
Adapted to change	☐	☐	☐	☐	☐	☐
Maintains commitment to expected productivity levels	☐	☐	☐	☐	☐	☐
Exhibited leadership	☐	☐	☐	☐	☐	☐
Overall performance	☐	☐	☐	☐	☐	☐

What are the student's strongest assets?

What qualities and characteristics should the student strive to improve?

In an effort to assess the student's **academic preparation** by Penn State for this internship, please provide an evaluation of the following competencies using this scale:

SA – Strongly Agree; A – Agree; N – Neither Agree or Disagree; D – Disagree; SD – Strongly Disagree; NA – Not Applicable

The student has demonstrated the:

	SA	A	N	D	SD	NA
1. Ability to apply knowledge of Information Sciences & Technology	☐	☐	☐	☐	☐	☐
2. Ability to design a system, component, or process to meet desired needs	☐	☐	☐	☐	☐	☐
3. Ability to function on multi-disciplinary teams	☐	☐	☐	☐	☐	☐
4. Ability to understand professional and ethical responsibilities	☐	☐	☐	☐	☐	☐
5. Ability to communicate effectively through:						
a. Interpersonal skills	☐	☐	☐	☐	☐	☐
b. Formal presentations	☐	☐	☐	☐	☐	☐
c. Technical writing	☐	☐	☐	☐	☐	☐
6. Broad education necessary to understand the impact of Information Technology solutions in a global or societal context	☐	☐	☐	☐	☐	☐
7. Recognition of the need for and ability to engage in life-long learning	☐	☐	☐	☐	☐	☐
8. Knowledge of current or developing IT issues	☐	☐	☐	☐	☐	☐

How is the student's academic program oriented to the particular needs of your organization?

What changes would you like to see implemented in the curriculum at Penn State?

Will the student be returning for an additional internship with this employer: _____ Yes _____ No

  If yes, circle the appropriate semester and indicate the year: Fall   Spring   Summer   Year _____

  If no, what is the reason the student will not be returning?
  _____Graduating. Semester/year of graduation _____
  _____Internship agreement has ended and student will be seeking an assignment at another company
  _____Student may return, but at this point the employer has not made a firm offer.

Supervisor's Signature _____ Date: _____

Student's Signature _____ Date: _____