



INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT EVALUATION FORM

Student: Please ask a supervisor who has had day-to-day contact with you to complete this evaluation. The more direct the contact, the better the supervisor can evaluate your performance.

Intern supervisor: Use this form to evaluate your internship/coop student. Please discuss this evaluation with the student. The internship is a learning experience for the student, so do not hesitate to point out areas of weakness as well as those in which he/she excels. A balanced evaluation helps the student grow personally and professionally.

Student Name: _____

Organization Name: _____

Supervisor Name: _____

Performance Evaluation	Poor	Fair	Good	Excellent	Outstanding
Attendance (punctuality)					
Productivity (volume, promptness)					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-started, resourceful)					
Dependability (thorough, organized)					
Attitude (enthusiasm, curiosity, desire to learn)					
Use of Academic Training (applies education to practical usage)					
Communication Skills (written and oral expression)					
Judgment (decision making)					
Overall Performance					

Your comments are especially helpful in making a judgment about the student's grade.

1. Areas where student excels:

2. Areas where student needs to improve:

3. Areas where student gained new skills, insights, values, confidence, etc.

4. Did student demonstrate continued progress throughout the co-op work term?

5. Was student's academic preparation sufficient for this internship?

6. Additional comments or suggestions for the student:

This report has been discussed with the student: yes no

Student comments:

Grade Recommended: _____ (A, AB, B, BC, C, D, F)

Supervisor signature: _____

Please return this form to Jack Kloppenburg via e-mail (jrkloppe@wisc.edu) or hard copy (340A Agriculture Hall, UW-Madison, Madison, WI 53706