**Date:**

**Student Name:**

**Description of Intern Duties:**

(Please list the tasks that you had the student intern complete while under your employment)

**FEEDBACK**

Please provide feedback on how the student performed in these areas—*the more descriptive your responses are, the more valuable the feedback will be for the student.*

**Professionalism**Did the student intern present themselves and behave in a professional way?

**Quality of Work**

How would you assess the quality of work the student completed for you?

**Preparation**

Did the student seem prepared to complete the task you were providing?

If not, do you believe the student would benefit from instruction in a particular area?

**Additional Comments**  
Feel free to provide additional feedback for the department instructors or student intern.

**IMMEDIATE SUPERVISOR CONTACT INFORMATION**

**Name:**

**Title:**

**Phone Number:**

**Email:**

**Signature of Supervisor:**

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