



**GARDEN CITY UNIVERSITY COLLEGE**

**INTERNSHIP PROGRAM**

**Site Supervisor Evaluation**

Student Name:	Date:
Internship Site:	
Site Supervisor:	

**Please circle the number on the scale which best describes the student intern's performance.**

**PERSONAL QUALITIES**

	Unsuitable				
Appearance	1	2	3	4	
	Awkward/Timid				
Maturity	1	2	3	4	
	Uninterested				
Attitude	1	2	3	4	
	Uncooperative				
Cooperation	1	2	3	4	
	Has difficulty w/others				
Interpersonal Relations	1	2	3	4	

**WORK HABITS**

	Disorganized				Organized
Organization	1	2	3	4	5
	Slow to learn				Learns quickly
Ability to Learn	1	2	3	4	5
	Needs monitoring				Able to work alone
Initiative	1	2	3	4	5
	Poor				Excellent
Judgment	1	2	3	4	5
	Neglectful				Dependable
Responsibilities	1	2	3	4	5
	Irregular				Regular
Attendance	1	2	3	4	5
	Tardy				On time
Punctuality	1	2	3	4	5

## INTERNSHIP PROGRAM

### WORK PERFORMANCE

	Low output				High output
Quantity of work	1	2	3	4	5
	Poor				Excellent
Quality of work	1	2	3	4	5

What do you consider to be the outstanding personal qualities/strengths of the intern?

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What do you consider to be the weakness of the intern?

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How can the student work to improve these areas?

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Have there been any problems? Please explain the problems and if/how they have been resolved.

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Do you have any recommendations regarding the Garden City University Internship program?

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**Please return this to:** Assistant Registrar

Garden City University College,

Box 12775,

Kumasi.

[kkyere@yahoo.co.uk](mailto:kkyere@yahoo.co.uk).

**Thank you for participating in the evaluation of this Garden City University College student intern. You may share your feedback with the student.**

Date:.....

Signature:.....

Office stamp.....