

FAU Professional Science Master in Business Biotechnology (PSM) Internship Evaluation Form

Student Name: _____

Term and Year of Internship: _____ Business or Science Internship: _____
(Spring, Summer or Fall)

Supervisor Name and Title: _____

Company Name: _____

Briefly describe Job Responsibilities: _____

Please rank the student's performance according to the following scale, indicating the ranking in the box to the right of each category.

- 1 - Unsatisfactory** - Results are generally unacceptable and require immediate improvement.
- 2 - Improvement Needed** - Performance is deficient in certain areas and improvement is needed.
- 3 - Good** - Competent levels of performance that consistently meet job standards.
- 4 - Very Good** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- 5 - Outstanding** - Performance is exceptional in all areas and is clearly superior to others.

Supervisor: Have you discussed this evaluation with the student? Yes _____ No _____

Supervisor Signature _____ Date _____

Communication (3)	Demonstrates the ability to speak, listen, read, and write in performing job tasks	
Problem Solving (2)	Identifies problems, understands their context, and develops workable solutions	
Decision-Making (2)	Demonstrates the ability to learn and make decisions necessary to complete job tasks successfully	
Organization / Time Management (1, 2)	Completes assigned tasks from start to finish by gathering, organizing, and evaluating information as necessary, and using good time management skills	
Professionalism (3)	Meets workplace standards on confidentiality, flexibility, appearance, and making good impression	
Interactions With Others (3)	Works professionally and respectfully with a diversity of co- workers and supervisors, resolving conflicts in a constructive manner	
Quality of Work (1, 2)	Performance of tasks is of high quality--generally error free or with few errors	
Attendance / Punctuality	Maintains consistently excellent record of attendance and punctuality, rarely being absent or late and always with notification	
Attitude	Shows enthusiasm and a positive attitude for the job and in successfully completing all assigned tasks	