Marketing Internship Evaluation Form

To the Internship/Work Supervisor:

In order to evaluate the intern’s work, award academic credit for the internship, and offer appropriate career guidance, we ask that you provide an honest appraisal of the student’s work. This evaluation form is required for the student to receive credit for the internship.

Thank you for your time.

Please return to: James M. Maskulka
Lehigh University
621 Taylor Street
Bethlehem, PA 18015
Or FAX: 610/758-6941 Or email to: jmm1@lehigh.edu

Student Name: _______________________________________________________________

Internship Dates and Duration: ___________________________________________________

Name of Internship/Work Supervisor: _____________________________________________

Title: _________________________  Organization: ______________________________________

Brief description of work performed:

Assess the quality of student’s work (circle one):

Excellent  Good  Fair  Below Average  Poor

Describe the student’s greatest strength:

Give suggestions for the student’s professional development:
Please rate the student’s performance, based on the following criteria:

**Ability to solve problems:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Follows instructions carefully and accurately:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Follows through on projects:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Meets deadlines:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Speaks clearly on the telephone:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Communicates well with co-workers:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Communicates appropriately in work situation:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Uses proper spelling and grammar in writing:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Is organized and accurate:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Maintains a professional appearance:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Maintains a professional manner:**
- Excellent
- Good
- Fair
- Below Average
- Poor
- NA

**Additional Comments:**

Signature of Supervisor: ______________________________ Date: ____________________