

PROGRAM \_\_\_\_\_

NAME \_\_\_\_\_

### INTERNSHIP PROGRESS REPORT

GRADING PERIOD: 1 2 3 4		EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
EMPLOYER'S EVALUATION OF STUDENT EMPLOYEE: Please circle correct response						
PERFORMANCE	Accuracy	4	3	2	1	0
	Speed	4	3	2	1	0
	Knowledge	4	3	2	1	0
	Attendance	4	3	2	1	0
	Punctuality	4	3	2	1	0
ATTITUDES	Interest in Job	4	3	2	1	0
	Interest Learning Duties	4	3	2	1	0
	Friendly	4	3	2	1	0
	Courtesy	4	3	2	1	0
	Assumes Responsibility	4	3	2	1	0
MENTAL ALERTNESS	Pays Attention to Instructions	4	3	2	1	0
	Understands Instructions	4	3	2	1	0
	Carries Out Instructions	4	3	2	1	0
	Learns From Mistakes	4	3	2	1	0
COOPERATION	Gets Along with Co-workers	4	3	2	1	0
	Gets along with Supervisor	4	3	2	1	0
APPEARANCE	Grooming	4	3	2	1	0
	Appropriate Attire for the Job	4	3	2	1	0
SAFETY & OR SANITATION	Follows Safety/Sanitation Procedures	4	3	2	1	0
<b>Total</b>						

Has the student received any raises, promotions, or special honors? yes/no Please explain:

\_\_\_\_\_

\_\_\_\_\_

Further comments will be evaluated on the basis of 0-10 pts by the teacher.

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ TELEPHONE : \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature indicates evaluation was explained and reviewed by Evaluator.