|  |  |  |
| --- | --- | --- |
| Full name: |  | Student Photo |
| Name of the company/institution |  |
| Representative Full name: |  |
| Company/institution telephone # |  |
| Company/institution address  |  |
| Total number of hours the intern worked at your organization  |  |
| Working dates  | from:…………….. to: ……… |

Using the rating scale, evaluate the following characteristics for the above named student.

Evaluation Scale: 1 (poor) – 5 (excellent)

|  |  |
| --- | --- |
|  | **Score****(Circle one)** |
| Student clearly understands assignments | 1 2 3 4 5 |
| Student is cooperative and helpful | 1 2 3 4 5 |
| Student completes tasks on or before due date | 1 2 3 4 5 |
| Student displays an increased skill level in all functions and areas | 1 2 3 4 5 |
| Student displays an ability to lead and direct | 1 2 3 4 5 |
| Student gains and holds respect and confidence of participants | 1 2 3 4 5 |
| Student demonstrates initiative in developing and conducting a program | 1 2 3 4 5 |
| Student displays a basic knowledge and understanding of subject matter | 1 2 3 4 5 |
| Student has displays growth in knowledge and understanding of subject matter | 1 2 3 4 5 |
| Student accepts assignments willingly | 1 2 3 4 5 |
| Student understands, follows, and upholds rules and regulations | 1 2 3 4 5 |
| Student accepts suggestions and criticism willingly | 1 2 3 4 5 |
| Average (to be calculated by the university department)  | {………} |

|  |
| --- |
| **Intern’s strength points:** |
|  |
| **Intern’s weakness points:** |
|  |

|  |
| --- |
| **In what ways can this intern improve him/herself?** |
|  |

|  |
| --- |
| **How can we improve the education and training of our students for jobs in your industry?** |
|  |

|  |
| --- |
| **Additional comments/recommendations:** |
|  |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Host Organization Supervisor’s signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

**An important note** for the hosting organization: Please send this form directly to Tishk International University or place it in a sealed envelope and send it with the student. This form shall be kept confidential.