

SUPERVISOR'S EVALUATION

KSU EXPERIENTIAL EDUCATION PROGRAM: *Cooperative Education or Internship*

Student's Name:	<i>(Please check one)</i> Co-op Student <input type="checkbox"/> Internship Student <input type="checkbox"/>
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KSU #:	Supervisor's Name:
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Major:	Company Name:
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Please describe the student's duties in one or two sentences. No attachments please.

If you hosted interns from other schools, how did Experiential Education students from KSU compare?

Above Average

Average

Below Average

Part 1

INSTRUCTIONS: The immediate Supervisor will evaluate the student objectively, comparing them with other students' comparable academic level, with other personnel assigned to similar classified jobs, or with individual and/or company standards. Please evaluate student on all criteria below, using the information in the provided rubric. If any criteria cannot be evaluated, enter N/A in the rating box.

QUESTIONS? Contact the Career Planning and Development Office at (470) 578-6555 for assistance.

Levels/Criteria	Unacceptable (1)	Marginally acceptable (2)	Acceptable (3)	Successful Performance (4)	Distinguished Performance (5)	Rating
Punctuality/Attendance	Late often; rarely participates in Department meetings, activities, and events	Occasionally attends and participates in meetings, activities and events within the Department	Consistently attends and actively participates in Department meetings, activities, and events when asked or required	Frequently attends department meeting, activities and events based on their own initiative; encourages others to attend	Volunteers on committees that are outside typical job responsibilities; exceeds the expectations of their job in participating in initiatives and programs	
Oral Communication	Has difficulty tailoring oral communication to the needs of others; communicates 'too much,' 'too little,' or 'too late.'	Oral skills need development; often disorganized and/or not appropriate for audience.	Comprehends oral information and direction and takes appropriate action.	Effectively and consistently comprehends oral information and direction; helps others to do the same	Highly proficient oral communicator; listens to and synthesizes others' ideas; explains even complex issues clearly and succinctly.	
Written Communication	Reports and other documents are poorly written—unclear, overly simplistic, or grammatically incorrect.	Written communications are sometimes unclear or confusing.	Comprehends written information and direction and takes appropriate action	Consistently delivers accurate, clear and concise messages in writing to effectively inform others	Delivers accurate, clear, and concise written messages that inform and frequently persuade others to take action	
Professionalism & Appearance	Dress was inappropriate and/or unkempt	Dressed in a casual, but not necessarily professional manner (per company dress code standards); Fairly neat	Dressed in a professional Manner (per company dress code standards); Generally neat	Dressed in a professional Manner (per company dress code standards); Generally neat and well groomed	Dressed in a highly professional manner (per company dress code standards); Neat and well-groomed	
Quality of Work	Completes tasks late or with poor quality due to lack of planning or balancing of commitments	Occasionally demonstrates a lack of planning and completes tasks late	Manages own time well in order to complete allocated tasks on time and with high quality	Consistently practices time management in planning and balancing tasks to meet or exceed deadlines with high-quality	Manages own time exceptionally well and frequently completes tasks early and with higher-than-expected quality	
Leadership	Fails to take ownership of personal or team performance; refrains from coaching team members to improve performance	Is reluctant to take ownership of team performance; provides limited coaching to team members to improve performance	Commits to the organization's goals and finds ways to get team members more involved toward accomplishing objectives	Consistently commits to goals and encourages team members to become involved in achieving objectives	Consistently presents themselves as a polished professional who exemplifies success and credibility; inspires others to be more professional	

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Analytical Skills/ Critical Thinking	Has difficulty distinguishing between critical and noncritical issues; loses focus when resolving larger issues.	Needs help analyzing and prioritizing problems; tends to focus on simple operational issues.	Collaborates effectively with others to solve problems and make decisions.	Analyzes and prioritizes critical problems; stays focused on critical problems until they are successfully resolved.	Is persistent in their analysis of issues and problems to find solutions that best serve the organization; stands up for their opinions	
Ethical Behavior	“Bends the rules” when faced with pressure from customers or other stakeholders	Occasionally demonstrates a lack of accountability in making decisions; is uncomfortable addressing unethical behavior	Holds self and others accountable for making principled decisions; addresses unethical behaviors head-on	Consistently holds self accountable for making decisions and addressing unethical behavior; stands behind their ethical principles in the face of conflict	Lives the organizations values and maintains their ethical principles even in the most challenging circumstances	
Technical Skills	Does not add value in terms of contributing to team and department goals; work is poor in quality and lacking in substance.	Contributions are often lacking in substance and practicality; output either overly simplistic or difficult to understand.	Effectively contributes to team efforts; work is professional and high quality.	Contributions consistently add value: output is consistently professional, practical, and high quality.	Contributions are consistently thoughtful, useful, and professional; work is always of the highest caliber.	
Problem Solving	Consistently looks to others to solve problems for them, offers no ideas or solutions, nor can the student recognize consequences of solutions.	Utilizes a single approach to resolving a problem, does not consider alternatives.	Considers and rejects less acceptable approaches to solving problems. May or may not be able to recognize consequences.	Selects from a variety of solutions. Able to recognize consequences of a solution.	Develops a logical, consistent plan to solve problems, recognizes consequences of solutions and can articulate reasons for choosing a particular solution	
Interpersonal/ Teamwork	Works well with some people but not others; is not generally regarded as a “team player”	Occasionally works with others to accomplish goals and tasks, although tends to complete projects individually	Consistently works well with a variety of different people; rarely encounters someone he/she cannot work effectively with on a task/project	Initiates interaction with teammates and others; generally works well with all people	Models cooperation and teamwork; creates opportunities for self and others to improve working relationships and work outcomes.	

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Part 2

What do you consider to be the student's strongest assets?

What is the largest area of growth demonstrated by this student during their time with you?

What qualities and characteristics should the student especially strive to improve?

Additional Comments:

Part 3

The KSU Internship and Cooperative Education program meets the needs of my company. Yes No
Why or why not?

I plan to consider Internship and Cooperative Education students in the future. Yes No
Why or why not?

This report has been discussed with the student. Yes No

Supervisor's Signature:

Date:

PLEASE AND RETURN TO

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Fax: (470) – 578-9103

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