**Attention:** School of Business, Alcorn State University

**Intern’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Provider’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Period:** FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dimension** | **Excellent** | **Very Good** | **Average** | **Marginal** | **Unsatisfactory** | **Not Applicable** |
| ***Analytical thinking***  |  |  |  |  |  |  |
| ***Creativity*** |  |  |  |  |  |  |
| ***Customer relationship*** |  |  |  |  |  |  |
| ***Teamwork and collaboration*** |  |  |  |  |  |  |
| ***Communication*** |  |  |  |  |  |  |
| ***Willingness to learn new things*** |  |  |  |  |  |  |
| ***Dependability*** |  |  |  |  |  |  |
| ***Time management***  |  |  |  |  |  |  |
| ***Work Process Quality*** |  |  |  |  |  |  |
| ***Results Produced*** |  |  |  |  |  |  |
| ***Resourcefulness***  |  |  |  |  |  |  |
| ***Professionalism***  |  |  |  |  |  |  |
| ***Technological Skills*** |  |  |  |  |  |  |
| ***Ethical conduct***  |  |  |  |  |  |  |
| ***Concern for diversity, equity, and inclusion*** |  |  |  |  |  |  |
| ***Concern for sustainability*** |  |  |  |  |  |  |
| ***Overall attitude to work*** |  |  |  |  |  |  |

**Any other observations about the candidate (optional):**

**Any feedback for the School of Business, Alcorn State University, to improve what we do (optional):**

**Note:** The student will have access to the information in this evaluation document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Name and Signature of the Internship Supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Title, Department, Business Name**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_
**Email / Telephone:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**