Department of Computer Science

William Paterson University

Internship Final Report Form (from Field Supervisor)

Student Intern: ________________________  Student Id# _______________

Semester of Internship: ___________________________

Agency Field Supervisor: _______________________________________________

Agency: ___________________________________________________________________

Site/Address: ___________________________________________________________________

Sponsoring Faculty: _________________________________________________________

Project Title: __________________________________________________________________

Using the scale:
4=excellent, 3=good, 2=fair/average, 1=poor, 0=failed, NA = Not Applicable, for each of the following, please circle the number that best describes the student’s level of achievement in each area:

**Overall Evaluation**

1. Overall evaluation (met objectives of internship)  4  3  2  1  0  NA

**Learning Outcomes**

2. Effectively express themselves in written reports  4  3  2  1  0  NA

3. Effectively express themselves in oral form  4  3  2  1  0  NA

4. Demonstrate ability to think critically (i.e. draw inferences, make decisions)  4  3  2  1  0  NA

5. Locate and use information for problem solving  4  3  2  1  0  NA

6. Demonstrate ability to integrate knowledge in a coherent and meaningful manner to solve real-world problems  4  3  2  1  0  NA
7. Works with others on a team. Contributes to team effort. Carries share of workload. 4 3 2 1 0 NA

8. Cooperates and coordinates well with co-workers 4 3 2 1 0 NA

9. Cooperates and complies with management 4 3 2 1 0 NA

10. Complies with workplace rules 4 3 2 1 0 NA

11. Prioritize tasks and efficiently manage the time 4 3 2 1 0 NA

**Professional Effectiveness**

12. Ability to handle assigned projects 4 3 2 1 0 NA

13. Degree of initiative demonstrated in work 4 3 2 1 0 NA

14. Diligence and capacity to handle hard work 4 3 2 1 0 NA

15. Capacity to investigate problems in depth, detect/diagnose faults, and debug/troubleshoot 4 3 2 1 0 NA

16. Breadth in computing discipline. Demonstrates a comprehensive background in computing. 4 3 2 1 0 NA

17. Quality or thoroughness of completed projects or final products 4 3 2 1 0 NA

**Overall Work Habits**

18. Perfect attendance 4 3 2 1 0 NA

19. Consistently on time 4 3 2 1 0 NA

20. Follows instructions and is reliable 4 3 2 1 0 NA

21. Demonstrates creativity 4 3 2 1 0 NA

22. Takes criticism and effectively improves from it 4 3 2 1 0 NA

23. Demonstrates flexibility and adapts to change 4 3 2 1 0 NA

24. Is highly motivated 4 3 2 1 0 NA
Please add any additional comments concerning the student or the project.

Based on this experience, would you consider supervising another internship?
This is intended as an evaluation commentary, not a statement of commitment to one.

Please append any supporting documents or worksheets to this document (optional).

Agency Field Supervisor's signature:________________________________________________

Date:____________________________________

Thank you for your efforts and time in this behalf.