**MUSC-IR/2**

**INTERNSHIP EVALUATION FORM**

This evaluation is designed primarily to provide feedback on performance and related issues to assist the student. This form is to be completed by student’s supervisor when the student has completed their required amount of hours at the end of internship period.

**INTERNSHIP INFORMATION**

**First Name**: …………………..……............ **Last name**: ……………………………..………

**Internship Organization**: ……………………………………………………………………..

**Internship Title**: ……………………………………………………………………………….

**Starting Date (DD/MM/YYYY):** ……………………………………………………………..

**Completion Date** **(DD/MM/YYYY):** …………………………………………………………

**SUPERVISOR INFORMATION**

**First Name**: …………………..……............ **Last name**: ……………………………..………

**Title**: ………………………………………. **Department**: …………………………………...

**Tel**: ………………………………………… **Fax**: …………………………………………….

**Email**: …………………………………………………………………………….…………….

**Directions**: Objectively evaluate this student’s performance using the scale shown below

**Ratings**: 1 = Unsatisfactory 2 = Needs Improvement

3 = Satisfactory 4 = Very Satisfactory

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Performance Items** | **Ratings** | | | | | |
| 5 | 4 | | 3 | 2 | 1 |
| **Job Skills and Abilities** | | | | | | | |
|  | Punctuality |  |  | |  |  |  |
|  | Willingness to work |  |  | |  |  |  |
|  | Quality of work (Accuracy and Timeliness) |  |  | |  |  |  |
|  | Effectively performing assignments |  |  | |  |  |  |
|  | Problem-solving skills |  |  | |  |  |  |
|  | Leadership Skill |  |  | |  |  |  |
|  | Ability to demonstrate the necessary technical skills and to apply his/her knowledge and skill |  |  | |  |  |  |
|  | Ability to work with other team members |  |  | |  |  |  |
|  | Self-improvement |  |  | |  |  |  |
|  | Responsibility |  |  | |  |  |  |
|  | Ability to accept constructive feedback from others |  |  | |  |  |  |
|  | Self-confidence in the workplace |  |  | |  |  |  |
|  | Awareness of workplace safety |  |  | |  |  |  |
| **Professionalism/Work Ethic** | | | | | | | |
|  | Interpersonal skills  (Verbal, Non-verbal and Written communications) |  | |  |  |  |  |
|  | Behaving in a manner that brings credit to the profession |  | |  |  |  |  |
|  | Friendliness |  | |  |  |  |  |
|  | Honesty and Reliability |  | |  |  |  |  |
|  | Professional Appearance and Grooming |  | |  |  |  |  |
|  | Helping and supporting other team members and showing respect for all team members |  | |  |  |  |  |
|  | Initiative and enthusiasm |  | |  |  |  |  |
|  | Emotional Intelligence |  | |  |  |  |  |
|  | Attention to learn new experiences |  | |  |  |  |  |
|  | Ability to adapt to a variety of tasks and situations |  | |  |  |  |  |
|  | Commitment to work |  | |  |  |  |  |

5 = Excellent

**Additional comments**

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Supervisors’ signature…………………………………………

Date: …………………………………..

Please return this evaluation by giving it back to students in a sealed envelope with supervisor’s signature across the seal or sending the scanned form electronically via email (scddean8@mahidol.ac.th) or forward it to the following address:

Office of International Cooperation Division,

Faculty of Science, Mahidol University

272 Rama VI Road, Ratchathewi District,

Bangkok 10400, THAILAND