

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 IN	<u>FORMATION</u>
First Name:	Last name:
Internship Organizat	tion:
Internship Title:	
Starting Date (DD/MI	M/YYYY):
Completion Date (DD)/MM/YYYY):
SUPERVISOR IN	FORMATION .
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

5 = Excellent

No	No. Performance Items		Ratings				
110.			4	3	2	1	
Job	Job Skills and Abilities						
1.	Punctuality						
2.	Willingness to work						
3.	Quality of work (Accuracy and Timeliness)						
4.	Effectively performing assignments						
5.	Problem-solving skills						
6.	Leadership Skill						
7.	Ability to demonstrate the necessary technical skills and to apply his/her knowledge and skill						
8.	Ability to work with other team members						
9.	Self-improvement						
10.	Responsibility						
11.	Ability to accept constructive feedback from others						
12.	Self-confidence in the workplace						
13.	Awareness of workplace safety						
Prof	essionalism/Work Ethic						
1.	Interpersonal skills (Verbal, Non-verbal and Written communications)						
2.	Behaving in a manner that brings credit to the profession						
3.	Friendliness						
4.	Honesty and Reliability						
5.	Professional Appearance and Grooming						
6.	Helping and supporting other team members and showing respect for all team members						
7.	Initiative and enthusiasm						
8.	Emotional Intelligence						
9.	Attention to learn new experiences						
10.	Ability to adapt to a variety of tasks and situations						
11.	Commitment to work						

Additional comments	
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