

**SOUTHWEST RETAIL CENTER**  
**University of Arizona**  
**SUPERVISOR APPRAISAL OF STUDENT S INTERNSHIP EXPERIENCE**  
**(MID-POINT/FINAL)**

\_\_\_\_\_  
 Student s Name

\_\_\_\_\_  
 Firm s Name

\_\_\_\_\_  
 Supervisor Making Evaluation

\_\_\_\_\_  
 Supervisor s Title

In rating this student, please check ( ) the column that is most applicable after each trait tested.  
 H = High, A = Average, L = Low, N/A = Not Applicable

| Intern Dimensions  | H | A | L | N/A |
|--|---|---|---|-----|
| <b>ATTITUDES</b>   |   |   |   |     |
| Enthusiasm for learning                                    |   |   |   |     |
| Seeks constructive criticism                               |   |   |   |     |
| Sets high work standards                                   |   |   |   |     |
| Flexibility  |   |   |   |     |
| Maintains cheerful disposition                             |   |   |   |     |
| Maintains professional attitude toward others              |   |   |   |     |
| Maintains professional appearance                          |   |   |   |     |
| Demonstrates professional commitment to internship         |   |   |   |     |
| <b>DEPENDABILITY</b>                                       |   |   |   |     |
| Willingly assumes responsibilities and tasks               |   |   |   |     |
| Understands and observes rules, policies & procedures      |   |   |   |     |
| Cooperates with supervisors and peers                      |   |   |   |     |
| Is punctual  |   |   |   |     |
| Works continuously   |   |   |   |     |
| Initiates work self motivated                              |   |   |   |     |
| Works independently  |   |   |   |     |
| <b>MANAGEMENT SKILLS</b>                                   |   |   |   |     |
| Interpersonal skill/teamwork                               |   |   |   |     |
| Organizing/planning and coordinating                       |   |   |   |     |
| Leadership/directing/follow-through                        |   |   |   |     |
| Decisiveness/analyzing/taking action                       |   |   |   |     |
| <b>COMMUNICATION SKILLS</b>                                |   |   |   |     |
| Assertive but not aggressive                               |   |   |   |     |
| Strong verbal skills expressing ideas                      |   |   |   |     |
| Pleasing voice and manner                                  |   |   |   |     |
| Written communications clear                               |   |   |   |     |
| <b>OBSERVATION &amp; MEMORY</b>                            |   |   |   |     |
| Demonstrates capacity to relate learning to new experience |   |   |   |     |
| Understands quickly  |   |   |   |     |
| Utilizes internship as a learning experience               |   |   |   |     |

|   | H | A | L | N/A |
|---|---|---|---|-----|
| <b>QUALITY OF WORK</b>                                  |   |   |   |     |
| Competence (compared to beginner in field)              |   |   |   |     |
| Skill and accuracy in work                              |   |   |   |     |
| Strong analytical ability                               |   |   |   |     |
| Creativity  |   |   |   |     |
| Shows professional qualities in work                    |   |   |   |     |
| <b>BUSINESS SKILLS</b>                                  |   |   |   |     |
| Effective in using selling and/or other business skills |   |   |   |     |
| Knowledgeable of and sensitive to customer differences  |   |   |   |     |
| Responsive to customers needs and wants                 |   |   |   |     |
| Merchandising ability                                   |   |   |   |     |
| Responsive to goals of firm                             |   |   |   |     |
| <b>OTHER SKILLS UNIQUE TO POSITION</b>                  |   |   |   |     |

**GENERAL SUMMARY:**

Please rate the overall performance of the student:

\_\_\_\_\_ Excellent      \_\_\_\_\_ Good      \_\_\_\_\_ Fair      \_\_\_\_\_ Poor

Strength    What are the student s outstanding abilities or qualifications?

Weaknesses    Where does the student need to improve?

In your opinion, what is the student s potential for professional success in the area of his/her internship?

\_\_\_\_\_  
Supervisor s Signature & Title      Date

\_\_\_\_\_  
Student Signature (if jointly completed)

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Please return to:      Felicia Frontain, SWRC Internship Coordinator  
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                                  Tucson, AZ 85721-0033

