

# BRYN ATHYN COLLEGE

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## Intern Evaluation for Supervisors

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*We appreciate your willingness to include our student in the activities of your organization. It is our sincere hope that the student was helpful, courteous, and met your work-related expectations. This form is confidential and will not be shared with the student. The final grade is given by the Internship Program Coordinator.*

### Grade

If the student basically did what you asked, we suggest a "B." If the student exceeded your requirements, please consider an "A." If the student fell short, in terms of attendance, attitude, or productivity, we suggest a "C."

Name of intern: \_\_\_\_\_ Suggested grade: \_\_\_\_\_

### Supervisor

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title within the organization: \_\_\_\_\_

### Comments

We would appreciate any comments you have about your intern. Please describe what level of competency your intern displayed in some of the following areas:

- Adapting to the work schedule and environment
- Business attire, manners, reliable attendance
- Displaying an affirmative attitude about work performed
- Problem-solving skills
- Honesty and integrity
- Willingness to contribute to the organization as a whole
- Understanding the exact requirements of a task and completion time

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Thank You!

Please return the completed form to: Laura C. Nash, Internship Program Coordinator  
Bryn Athyn College · 2965 College Drive, P.O. Box 717 · Bryn Athyn, PA 19009 USA  
Phone: 267.502.2412 · Email: [laura.nash@brynathyn.edu](mailto:laura.nash@brynathyn.edu)