

**Department of Biomedical Engineering-Chemical Engineering Program**

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| **Host Supervisor’s EVALUATION of a student intern** |

**Fall  Spring  Summer  Year** Choose an item.

**University of Texas San Antonio**

**Chemical Engineering Program**

**Academic Internship Program**

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

(Please Print)

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location (City, State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Instructions:  Please **evaluate the student honestly and objectively.**  Please **sign the form on the next page** (you can type in your name).  Please **return the original of this form to the faculty who will assign the grade at the conclusion of the internship.** |

**I.** **Please respond to the following statements.**

1. The student-intern reports to work as scheduled and on-time. Yes  No

2. Dress and appearance of the student intern are appropriate. Yes  No

**II.** **Please rate the student’s performance in the following areas, using the numerical scale below.**

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| 5 Exceptional Consistently exceeds expectations  4 Commendable Sometimes exceeds expectations  3 Good Meets expectations  2 Uncomplimentary Rarely meets expectations  1 Unsatisfactory Does not meet expectations |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **5** | **4** | | **3** | | **2** | **1** | **NA** |
| **A. Work Habits** | | | | | | | | | |
| 1. Exhibits a positive and professional attitude | |  |  | |  | |  |  |  |
| 2. Effectively handles routine problems and/or sees routine tasks through to their conclusion | |  |  | |  | |  |  |  |
| 3. Effectively manages his/her time | |  |  | |  | |  |  |  |
| **B. Ability/Willingness to Learn** | | | | | | | | | |
| 1. Shows willingness to learn/be taught by supervising personnel | |  |  | |  | |  |  |  |
| 2. Asks pertinent and purposeful questions | |  |  | |  | |  |  |  |
| 3. Seeks out and utilizes appropriate resources | |  |  | |  | |  |  |  |
| 4. Accepts responsibility for mistakes and learns from experiences | |  |  | |  | |  |  |  |
| **C. Reading/Writing Computation Skills** | | | | | | | | | |
| 1. Comprehends and follows written materials/instructions | |  |  | |  | |  |  |  |
| 2. Communicates ideas and concepts clearly in writing | |  |  | |  | |  |  |  |
| 3. Uses appropriate mathematical procedures and/or computer applications | |  |  | |  | |  |  |  |
|  | **5** | | **4** | **3** | | **2** | | **1** | **NA** |
| **D. Listening & Oral Communication Skills** | | | | | | | | | |
| 1. Listens to others in active and attentive manner | |  |  | |  | |  |  |  |
| 2. Demonstrates effective communication skills in one-on-one settings | |  |  | |  | |  |  |  |
| 3. Demonstrates effective communication skills in group settings | |  |  | |  | |  |  |  |
| **E. Creative Thinking and Problem Solving** | | | | | | | | | |
| 1. Breaks down complex tasks/problems into manageable pieces | |  |  | |  | |  |  |  |
| 2. Incorporates a holistic perspective in addressing or managing problems | |  |  | |  | |  |  |  |
| 3. Demonstrates initiative in defining and solving non-routine problems | |  |  | |  | |  |  |  |
| **F. Professionalism/Potential for Growth & Advancement** | | | | | | | | | |
| 1. Exhibits a self-motivated approach to work | |  |  | |  | |  |  |  |
| 2. Demonstrates ability to set appropriate priorities/goals | |  |  | |  | |  |  |  |
| 3. Takes the initiative/is self-directed when appropriate | |  |  | |  | |  |  |  |
| **G. Teamwork/Interaction with Colleagues and other Employees** | | | | | | | | | |
| 1. Establishes effective working relationships | |  |  | |  | |  |  |  |
| 2. Works within appropriate authority and decision-making channels | |  |  | |  | |  |  |  |
| 3. Accepts criticism in a professional and constructive manner | |  |  | |  | |  |  |  |
| 4. Is effective in a multidisciplinary environment | |  |  | |  | |  |  |  |
| **H. Character Attributes** | | | | | | | | | |
| 1. Brings a sense of values and integrity to the job | |  |  | |  | |  |  |  |
| 2. Respects the diversity (religious/cultural/ethnic) of co-workers | |  |  | |  | |  |  |  |
| **I. Overall Performance** | |  |  | |  | |  |  |  |

**III. COMMENTS**:

1. What are the student’s **strongest assets**?
2. What qualities and characteristics should the student **strive to improve**?
3. Other observations/comments:
4. Would you be willing to host another UTSA BME student? **Yes  No**

Evaluator’s Signature (type name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form can be returned to the faculty who will assign the grade**

**Thank you**