

# 2010-2011 STUDENT INTERNSHIP EVALUATION/GRADING FORM

Student Intern \_\_\_\_\_ Grading Period \_\_\_\_\_

Please rate the student intern using the following scale:

- A = Outstanding
- B = Above Average
- C = Average
- D = Below Average
- F = Unsatisfactory/ Failing

When grading, consider the intern's performance on the following, as well as his or her performance on the tasks/criteria that you have established:

- Attendance
- Job Performance
- Professionalism
- Cooperation
- Courtesy
- Acceptance of Responsibility
- Neatness/Appropriate Appearance for the Job
- Compliance with Rules of the Job
- General Progress

Comments (include other areas that you may have considered when grading):

Final Letter Grade \_\_\_\_\_

Attendance/Number of Days absent from Work During this Grading Period \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Grades from Site Supervisor may be placed in my mailbox, hand delivered by the intern in a sealed envelope, or mailed to the following address:

Mr. Bradley Farr  
Staunton River High School  
1095 Golden Eagle Drive  
Moneta, VA 24121