

ARB 6
INTERNSHIP EVALUATION FORM

Employer evaluation of student intern
(To be completed by Intern's Mentor with the assistance of Supervision Officer)

Employer (Institution)	
Name of Site Mentor	
Mentor's Phone No.	
Mentor's Address	
Student Name	
Student Schedule	
Date Internship Began	
Date Internship Ended	
Number of Hours Completed in a day	

This evaluation should be done with care and fairness. Kindly reflect carefully upon the student's strengths and weaknesses. Be accurate and as objective as possible in your appraisal.

The evaluation should be based on the overall internship experience and not only on isolated incidents at the workplace.

The following categories should serve as a guide in completing the internship evaluation report:

- 5 = Excellent performance**
- 4 = Above Average Performance**
- 3 = Average Performance**
- 2 = Below Average Performance**
- 1 = Unacceptable Performance**

Rating of 4 or 5 should be given only to students demonstrating above average professional competencies.

ARB 7
STUDENT INTERNSHIP EVALUATION REPORT

Please check (✓)

PROFESSIONAL PERFORMANCE (20)	5	4	3	2	1
a. Follows instructions					
b. Completes work assignments					
c. Solves problems					
d. Communicates ideas orally					
PROFESSIONAL KNOWLEDGE (20)					
a. Displays basic knowledge and understanding of the work					
b. Has displayed growth in knowledge and understanding					
c. Ability to apply knowledge in a practical way					
d. Ability to think independently					
PROFESSIONAL BEHAVIOUR (25)					
a. Displays initiative and imaginative abilities					
b. Actively seeks and is alert to potential learning situations					
c. Understands, follows and upholds Employer's rules and regulation					
d. Accepts suggestions and criticism willingly					
e. Displays zeal for the profession					
INFORMATION TECHNOLOGY (10)					
a. Applying technology in helping solve business challenges					
b. Adaptation and the use of the firm's in-house technology					

Will you accept another UEW, Student for attachment when given an opportunity?

Yes ☐ No ☐

In what ways can the student improve in performing the job assigned to him/her?

Site mentor's Signature:

Date & Stamp:

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Thank you for hosting a student on Industrial Attachment from the University of Education, Winneba (UEW).
We appreciate your continued support for our programme and we look forward to working together in the future.