

ATMS 490 Internship Final Evaluation Form

(to be completed by the **Supervisor** at the supporting agency)

Student's Name: _____ Semester: _____ University: **UNCA**

Placement Site: _____ Supervisor: _____

Address: _____

Phone Number: _____ e-mail address: _____

I give the permission the Department of Atmospheric Sciences of UNCA to discuss this evaluation with the student.

___ YES ___ NO

 Supervisor's Signature

 Date

Please evaluate student who has been working with you during this internship by ranking the student from 1 to 5, 5 being the best, on each of the items below as follows:

5 = Outstanding/Always 4 = Above Average/Most of the time 3 = Average/Usually
 2 = Below Average/Occasionally 1 = Marginal/ Hardly ever

A.	PERFORMANCE	RANK	COMMENTS
1.	Completes assigned tasks on time.	_____	
2.	Completes assigned tasks satisfactorily.	_____	
3.	Understands and follows directions carefully.	_____	
4.	Demonstrates required skills.	_____	
5.	Demonstrates ability to perform under pressure.	_____	
6.	Copes well with unexpected problems.	_____	
7.	Applies good judgments and common sense.	_____	
B.	WORK HABITS	RANK	COMMENTS
8.	Attendance.	_____	
9.	Punctuality.	_____	
10.	Courteous and polite.	_____	
11.	Dependability.	_____	
12.	Dress and grooming.	_____	
13.	Conforms to expected organization norms.	_____	
C.	ATTITUDES	RANK	COMMENTS
14.	Demonstrates desire to learn.	_____	
15.	Demonstrates interest in organization goals.	_____	
16.	Accepts constructive criticisms.	_____	
17.	Initiative for new responsibilities and duties.	_____	
18.	Relates well with co-workers.	_____	
19.	Relates well with supervisor.	_____	
20.	Relates well with clients or customers.	_____	
21.	Is cooperative and flexible.	_____	
22.	Is sensitive to the needs of others.	_____	
23.	Is a good listener.	_____	
24.	Recognizes and accepts own limitations.	_____	
25.	Asserts own views and concerns effectively.	_____	

D. OVERALL EVALUATION

1. What have been the student's major strengths?

2. What are the improvements the student may need to make in the future?

3. Any additional comments concerning the student and the Department of Atmospheric Sciences of UNCA?

4. Overall quality of the student's internship was: (Please check only one)

Outstanding Above Average Average
 Marginal Unsatisfactory

Thank you for your sponsorship and your assistance in improving our program.

Please return to: Dr. Doug Miller, Chair
Atmospheric Sciences, CPO 2450, UNCA
One University Heights, Asheville, NC 28804-8511.