

ATMS 381–383 Cooperative Education Final Evaluation Form

(This form is to be completed by the *supervisor* at the supporting agency after the completion of the internship experience.)

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

Placement Site: _____ Supervisor: _____

Address: _____

Phone Number: _____ e-mail address: _____

I give permission for the UNC Asheville Department of Atmospheric Sciences to discuss this evaluation with the student.

___ YES ___ NO

Supervisor's Signature

Date

Please evaluate the student who has been working with you during this internship by ranking the student from 1 to 5 according to the following scale:

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 judgment 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 organizational goals	_____	
16. Accepts constructive criticism	_____	
17. Initiative for new responsibilities and duties	_____	
18. Relates well with coworkers	_____	
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 are the student's major strengths?

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

3. Please offer any additional comments concerning the student or the Department of Atmospheric Sciences at UNC Asheville.

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

Outstanding (A) Above Average (B) Average (C)
 Marginal (D) Unsatisfactory (F)

The category selected above will weigh heavily in the assignment of the student's final grade for ATMS 381–383.

Thank you for your sponsorship and support of our program.

Please return to: Dr. Christopher Godfrey, Professor and Chair
University of North Carolina Asheville
Department of Atmospheric Sciences
1 University Heights, CPO #2450
Asheville, NC 28804-8511