

## STUDENT INTERNSHIP FEEDBACK

Student interns should be given regular feedback in order to grow as professionals. We suggest that you meet with your interns regularly to provide feedback concerning their performance.

During these meetings students can:

- Report on project/work status
- Ask questions
- Learn how they are contributing to the organization
- Discuss their strengths
- Discuss areas needing further development
- Get a sense of what work is coming up

Some academic credit internships will require a mid-term and final feedback form to be filled out by the internship supervisor in order to provide the student with a grade.

Focusing on professional skills will help the student grow and develop as a future worker.

It is also important to give the student feedback related to the project or assignment they are working on.

Giving them constructive criticism and areas to improve on is always a good way to help them improve.

If you have any questions or concerns, please contact Internship Coordinator, Travis Kline at (660).562.1455 or [tkline@nwmissouri.edu](mailto:tkline@nwmissouri.edu).



## STUDENT INTERN FEEDBACK

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rating scale:**

- 1 - Unsatisfactory (Does not meet expectations)
- 2 - Uncomplimentary (Rarely meets expectations)
- 3 - Fair (Meets expectations)
- 4 - Commendable (Sometimes exceeds expectations)
- 5 - Exceptional (Consistently exceeds expectations)

Attendance & Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative/Drive	1	2	3	4	5
Judgment/Common Sense	1	2	3	4	5
Adaptability	1	2	3	4	5
Ability to Learn	1	2	3	4	5
Quality of Work	1	2	3	4	5
Attitude Toward Work	1	2	3	4	5
Attitude Toward Others	1	2	3	4	5
Follow Directions/Accepts Guidance	1	2	3	4	5
Progress/Improvement	1	2	3	4	5
Future Employability	1	2	3	4	5

Other comments: \_\_\_\_\_

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