



INTERNSHIP PROGRAM



Faculty of Humanities and Social Sciences
University of Sri Jayewardenepura

Form B

INTERIM REVIEW FORM

(This evaluation form is designed primarily to provide feedback on the job performance and related issues to assist the student. This form is to be completed and submitted at the end of the first month.)

Student Profile

STUDENT COMPLETES THIS SECTION	Student's Name:		Academic Year:
	Department :		Registration Number:
	Degree program:		Index Number:
	Email:	Contact No:	Starting date:
	Name of Internal Internship Supervisor:		
Email: Contact No:			

Host Organization

Name of Company/Organization:	Name of Internship mentor /Evaluator
Address:	Title/Position
Contact No:	Email:

Dear Internship Employer/Host Organization,

Thank you for the supervision and learning opportunities you are providing. The experience students gain from an internship is a valuable addition to their academic course work. Please complete this INTERIM REVIEW FORM, sign and return it.

Prof./Dr./Mr/Ms/ xxxxxxxx

Internship coordinator

Department of

University of Sri Jayewardenepura, Nugegoda.

Internship mentor /Supervisor Evaluation of Student Intern

Please use the following system to evaluate the internship, circling the appropriate number to answer each question. (Use a separate sheet for details, if necessary)

Evaluation Rating Scale-

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

Please rate your student intern in the following areas

- The student exhibits self-motivated approach to work
- The student schedules his/her work well
- The student works accurately and reliably
- The student is able to work independently
- The student reports to work as scheduled and on-time
- The student interacts well with others
- The student demonstrates insight into backgrounds of the work
- The student acquires skills rapidly
- The student has an awareness of his/her own strengths and limitations
- The student makes use of supervision for personal and professional growth.
- The student listens to and understands the supervisor’s feedback
- The student openly and appropriately communicates with the supervisor

Rating Scale

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Comments: If any

Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding

1	2	3	4	5	6	7	8	9	10
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I have a concern, please contact me to discuss.

Evaluator’s Signature: _____ Date: _____

Thank you for your time in completing this evaluation!