

Technical Communication Certificate Supervisor's Evaluation of Student

Please have your supervisor complete this form at the end of your internship to evaluate your performance.
If s/he would like to include more detail, please add additional sheets. It may be useful to discuss this evaluation with your sponsor.

Student's name

Internship information

Sponsor/supervisor name:

Company/Organization:

Address:

City, State, Zip:

Email address and phone number:

Overall comments

Did the student complete the required work for the internship?

Briefly describe the student's performance in the following areas:

Writing, organizing, editing, and producing required documents

Speaking, interviewing, preparing and delivering formal oral presentations

Other (including using software)

Briefly describe the student's overall demeanor:

Showing a mature and professional attitude on the job

Demonstrating initiative, problem solving, and/or the ability to work in a team

Was the student willing to accept criticism and work to improve their skills/approach? Are there areas in which you think the student can still improve?

Summary

Please rank the student's performance in the following areas. If the position did not require a certain skill, please mark "NA."

New = The student learned about this task on the job or needed more preparation

Met expectations = The student was adequately prepared for this task

Exceeded expectations = The student's preparation was above what this job required

Communication skills	New	Met expectations	Exceeded expectations
Demonstrating technical knowledge			
Accommodating audience background			
Using an appropriate style and tone			
Organizing a technical document			
Editing and proofreading documents			
Designing documents			
Using information resources			
Interviewing			
Giving oral presentations			
Working as part of a team			
Workplace skills and professionalism	New	Met expectations	Exceeded expectations
Attendance and punctuality			
Productivity/Time management			
Project management			
Initiative			
Attitude and enthusiasm			
Maturity			

Sponsor/supervisor's signature

Date

Please return this Program Evaluation (hardcopy or e-version via email)

to:

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