Middle Tennessee State University Computer Science Department
Internship Performance Evaluation

Student’s Name _______________________________________

Supervisor’s Name _______________________________________

Company _______________________________________________

Semester/Date __________________________________________

Please choose the response for each of the following which, in your judgment, best characterizes the student. Feel free to make notes or to attach extra pages with remarks.

1. Quality of Work

___ Very thorough in performing work.
___ High level of performance, requiring some correction.
___ Work usually passes review.
___ Erratic quality, always needs reviewing.
___ Works in careless manner; errors made often.

2. Quantity of Work

___ Exceptionally fast and efficient; takes on extra assignments.
___ Goals and deadlines always met, usually ahead of time.
___ Steady results, usually done on time.
___ Frequently late on assignments; needs prodding.
___ Wastes a lot of time; seldom gets work done on time.

3. Written Communication Skills

___ Always writes in clear, precise and timely fashion.
___ Usually submits work that is written clearly.
___ Needs to improve some written skills.
___ Writes very poorly; needs much improvement.

4. Verbal Communication Skills

___ Excellent communicator to groups and individuals.
___ Above average verbal skills.
___ Can communicate fairly well; but needs to improve.
___ Has difficulty explaining or making his/her position clear.

5. Reliability

___ Punctual, always reliable, continually shows excellence.
___ Does excellent work most of the time.
___ Attempts what is asked, but often needs verification.
___ Requires more supervision than most; sometimes misleads supervisor.
___ Very careless, frequently does not follow instructions.
6. Cooperativeness

- Always harmonious with others; good team worker.
- Congenial and helpful, works positively with others.
- Relationships with others are generally harmonious.
- Often has difficulty working with others; sometimes antagonizes others.
- Frequently quarrelsome; causes friction.

7. Effectiveness

- Effectively utilizes all resources; typically gets it right the first time.
- Usually very careful with details; learns from mistakes.
- Often has to do routine jobs repeatedly to achieve goals.
- Rarely does the job right at first; is a source of errors.

8. Judgment

- Demonstrates exceptional ability to make sound decisions and accept responsibility.
- Demonstrates good methodical thought processes; needs help occasionally.
- Makes only routine decisions based on established policy; often seeks counsel.
- Lacks confidence in decision-making; often avoids responsibility.

9. Computer Science Application

- Makes excellent use of computer science background; continues to increase computer science skills.
- Makes good use of computer science background, but often has to review or relearn basic concepts.
- Often uses faulty computer programming techniques which decrease efficiency.
- Typically uses unproductive computer programming techniques.

10. Initiative - SPECIAL PROJECT

- Has completed a special project of his/her own initiative with excellent results.
- Has completed a special project of his/her own initiative.
- Works with little supervision; usually solves problems.
- Generally puts good effort into work.
- Frequently procrastinates; needs continual supervision.

***OVERALL PERFORMANCE***

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Corresponding Grade*</th>
</tr>
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<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
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<tr>
<td>Above Average</td>
<td>B</td>
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<tr>
<td>Average</td>
<td>C</td>
</tr>
<tr>
<td>Below Average</td>
<td>D</td>
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<tr>
<td>Poor</td>
<td>F</td>
</tr>
</tbody>
</table>

Please return completed form to:

Dr. Chrisila C Pettey  
Computer Science Department  
Box 48  
Middle Tennessee State University  
Murfreesboro, TN. 37132

This report has been discussed with the student: ___ Yes ___ No

______________________________  ________________________  
Supervisor’s Signature  Date

*Dr. Pettey will assign the final course grade after the required report is completed.