

SUNY KOREA BM INTERNSHIP EVALUATION

INSTRUCTIONS FOR STUDENTS:

1. Students, please hand this progress report to your sponsors.
2. Before doing so, enter the hours you have worked thus far below. (Must be over 150 hours)
3. Then enter the sponsor's email address.

INSTRUCTIONS FOR SPONSORS:

1. Sponsors, please confirm the hours the student has worked thus far by signing/initialing in the designated space.
2. Please ensure that your email address is entered correctly, either by you or the student.
3. You can turn in the evaluation form either via email (claire.kim@sunykorea.ac.kr) or by handing out this form to the student directly.

Student Name: _____ Student Signature: _____

Company Name: _____

Total Working Hours: _____ Sponsor confirmation of hours ____ Yes ____ No

Sponsor (Supervisor) Name: _____

Sponsor (Supervisor) email address: _____

Final Evaluation

Are hours input by student accurate?

☐ Yes ☐ No

Final: Has and applies knowledge of skills necessary for task completion (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Keeps current on new industry trends and developments in area of work (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Uses time effectively (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final Meets deadlines (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Assignments are accurate and complete (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Follow through on projects and assignments (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Verbal skills: clear, concise and effective (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Writing skills: clear, concise and effective (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Presentation skills (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Shows resourcefulness in evaluating options and in trouble-shooting; thinks through execution and consequences (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Works well with supervisor and co-workers (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Willingness to help (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Follows instructions and listens well (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Contributes ideas and effort to the group (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Does own share of necessary tasks to complete projects (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Punctuality (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Attendance (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Calls when absent or late (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Appropriate business attire (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Adheres to company dress code (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Polite and courteous (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Enthusiastic (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Adaptable(Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Able to take constructive criticism (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Makes the most of learning opportunities (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable

Final: Takes initiative (Required)*

☐ A-Excellent(5) ☐ B-Very Good(4) ☐ C-Satisfactory(3) ☐ D-Poor(2)) ☐ E-Unsatisfactory(1) ☐ NA-Not Applicable



Final: Please list intern's strength (Required)*

(professional, personal, technical)

Final: Please list areas in which you think intern needs to develop/strengthen (Required)*

Final: Please select the overall letter grade for this Evaluation (Required)*

☐ A+ ☐ A ☐ A- ☐ B+ ☐ B ☐ B- ☐ C+ ☐ C ☐ C- ☐ D+ ☐ D ☐ D- ☐ F

Final: Comments: to provide useful guidance for the intern and/or instructor (Required)*

Final: The above information is correct. (Required)*

☐ I agree ☐ I do not agree

Date: _____

Sponsor (Supervisor) signature: _____

Thank you so much for taking time to fill out the Final Evaluation. We are so grateful for what you have done.

