Appendix C
Supervisor’s Evaluation of Student
Performance During Internship Program
Agricultural Economics Industry Internship Program
Department of Agricultural Economics
College of Agriculture and Life Sciences
Texas A&M University
214 AGLS Building, Mailstop 2124
College Station, TX 77843-2124
FAX: 979-458-1755

Student’s Name ____________________________________________ Date ____________

Job Title of Internship Position ___________________________________ Company ____________

Supervisor Performing the Evaluation
Name ____________________________ (please print)

Title ____________________________ Telephone Number ____________

We appreciate your cooperation in evaluating this student in terms of his or her performance on internship placement in your agency or firm. Your response will help the Faculty Internship Director in assigning a letter grade and in identifying areas requiring attention in the student’s continuing professional development. Thank you for your cooperation.

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Rating (Check One)</th>
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<tbody>
<tr>
<td><strong>A. Personal Characteristics</strong></td>
<td>Excellent</td>
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<tr>
<td>1. Cooperates with management</td>
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<td>2. Cooperates with other workers</td>
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<td>3. Willingness to work</td>
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<td>4. Dependable</td>
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<td>5. Honest</td>
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<td>6. Ethical Behavior</td>
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<td>7. Shows initiative</td>
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<td>8. Appearance</td>
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<td>9. Personality</td>
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<td>10. Motivation</td>
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<td>11. Accepts supervision</td>
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<td>12. Accepts constructive criticism</td>
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| Supervisor’s Rating Continued | Excellent | Good | Fair | Unacceptable |

| **A. Personal Characteristics, continued** | | | | |
13. Punctuality and attendance
14. Professional attitude

B. Skills
1. Shows leadership ability
2. Communication - speaking
3. Communication - writing
4. Learns new operations easily
5. Adaptable to a variety of jobs

C. Potential for career in this professional industry

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<tr>
<th>Adequately Prepared</th>
<th>Additional Preparation Needed</th>
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<tbody>
<tr>
<td>a</td>
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<td>b</td>
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<td>c</td>
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Please circle the letter grade that you believe the student should receive for his or her performance during the internship:

A  B  C  D  F

where:
“A” signifies an overall superior performance. The student performed at or above your expectations in all internship requirements.
“B” indicates very high quality. Accomplished at least 85% of the required duties satisfactory.
“C” represents adequate performance. Achieved 75% of assigned objectives.
“D” certifies poor completion of assigned duties. Finished 60% of assigned objectives.
“F” demonstrates unsatisfactory performance. Fulfilled less than 60% of assigned objectives.

1. Was the student adequately prepared to work in your program at the beginning and throughout the internship period?
   Yes  No  Somewhat

List the areas of adequate preparation and the areas where additional preparation would have improved the student’s capability of work in your agency or firm.
2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. Did you receive your money’s worth from this student? (i.e., Was his/her contribution to your firm worth at least as much as you paid him/her?)
   Yes      No      Maybe
   Comments

4. What recommendations do you have for this student to include in his/her remaining academic program to more adequately prepare the student for future professional roles?

5. Would you be willing to have a similar person for another internship at your agency or firm?
   Yes      No

   If yes, we will add your name and address to our list of approved internship sites.
   If no, would you please indicate the reason why your agency or firm can no longer participate in our Internship Program? This information will assist us in future planning.

6. Additional comments.

7. If you have any questions regarding this evaluation form, please contact the student’s Faculty Internship Director by calling Dr. Kerry K. Litzenberg at 979-845-7624. Thank You

Signature       Title

Supervising Agency or Firm       Date

When completed, return this form to:
Texas A&M University
Department of Agricultural Economics
Mailstop 2124 TAMU
College Station, TX 77843-2124
or FAX to: 979-458-1755

Questions? 
  e-mail agecou@tamu.edu
  or call (979) 845-4911