



Indiana Wesleyan University
Dept of Computer Information Sciences

CIS-497 - Internship Program
Employer Evaluation of Student

Dear Employer:

Thank you for providing the opportunity for our student to gain valuable on-the-job experience. The IWU Computer Information Sciences Department strongly encourages our students to engage in internships and awards academic credit for doing so. To help insure that our student's performance is of sufficient quality to merit this credit, we ask that you provide an overall performance assessment upon completion of the intern's work assignment.

You may either complete the enclosed form with the intern and return it via him/her or complete it confidentially and mail it directly to me. (Forms returned directly to the CIS Department will *not* be shared with the intern). If you are already completing a similar internal company form, feel free to instead provide a copy of that form. Your prompt reply will help insure that your intern receives credit in a timely manner.

If I can be of any assistance in this process or if you have additional information you would like to provide, feel free to contact me at any time.

Thanks again,

Melvin Royer, Ph.D.
Chair, Division of Mathematics & Computer Information Sciences
Indiana Wesleyan University
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Marion IN 46953

Voice: 765-677-2987
FAX: 765-677-1704
Email: melvin.royer@indwes.edu

Intern: _____ Evaluator: _____

Company: _____ Department: _____

Internship Dates: From _____ to _____

Please rate the intern's performance relative to your expected standards. Comment as desired.

5: Consistently exceeds standards; exceptional

4: Meets and often exceeds standards; highly effective

3: Consistently meets all standards; proficient

2: Meets some, but not all standards; marginal

1: Meets few standards; unsatisfactory

N/A: No basis for judgment

Academic aptitude, preparedness for the job	5	4	3	2	1	N/A
Creativity, resourcefulness, problem solving	5	4	3	2	1	N/A
Quality of work	5	4	3	2	1	N/A
Flexibility, desire to learn	5	4	3	2	1	N/A
Planning and organizational skills	5	4	3	2	1	N/A
Initiative, work ethic, productivity	5	4	3	2	1	N/A
Self-management, seeing tasks to completion	5	4	3	2	1	N/A
Interpersonal skills, relationships with colleagues	5	4	3	2	1	N/A
Communication skills, documentation of work	5	4	3	2	1	N/A
Professional demeanor and appearance	5	4	3	2	1	N/A
OVERALL RATING	5	4	3	2	1	N/A

Please summarize the intern's most significant:

Responsibilities/assignments
Accomplishments
Strengths
Areas of concern

Additional comments:

Signature: _____ Date: _____