



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

**INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT EVALUATION FORM**  
Department of Animal Sciences

Use this form to evaluate your internship/coop student, according to these guidelines:

1. Please ask a supervisor who has had day-to-day contact with the student to complete this evaluation. The more direct the contact, the better the supervisor can evaluate the intern's performance.
2. Please discuss this evaluation with the student. The internship is a learning experience for the student, so do not hesitate to point out areas of weakness as well as those in which he/she excels. A balanced evaluation helps the student grow personally and professionally.

Student Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>Performance Evaluation</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Outstanding</b>
Attendance (punctuality)					
Productivity (volume, promptness)					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-starter, resourceful)					
Dependability (thorough, organized)					
Attitude (enthusiasm, curiosity, desire to learn)					
Interpersonal Relations (cooperative, courteous, friendly)					
Ability to Learn (comprehension of new concepts)					
Use of Academic Training (applies education to practical usage)					
Communications Skills (written and oral expression)					
Judgment (decision making)					
Overall Performance					

*Your comments are especially helpful in making a judgment about the student's grade.*

1. Areas where student excels:

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2. Areas where student needs to improve:

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3. Areas where student gained new skills, insights, values, confidence, etc.

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4. Did student demonstrate continued progress throughout the co-op work term?

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5. Was student's academic preparation sufficient for this internship?

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6. Additional comments or suggestions for the student:

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*This report has been discussed with the student:    yes    no*

Student comments:

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Supervisor signature: \_\_\_\_\_

Student signature: \_\_\_\_\_