

**UNIVERSITY OF MICHIGAN-KINESIOLOGY  
SPORT MANAGEMENT  
MID-TERM INTERN EVALUATION**

Student Name: \_\_\_\_\_ Today's' Date: \_\_\_\_\_

Internship Title: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Internship Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Brief Description of Intern's Duties:

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**Directions:** Please circle those qualities that apply to the intern's performance using the scale below.

1. Outstanding    2. Above Average    3. Average    4. Below Average    5. Unsatisfactory

**Academic Preparation:**

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

**Work Habits:**

Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Initiative	1	2	3	4	5
Self-Confidence	1	2	3	4	5

Comments: \_\_\_\_\_

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**Task Performance**

Completes Assigned Tasks Accurately	1	2	3	4	5
Pays Attention to Detail	1	2	3	4	5
Utilizes Time/Energy Management	1	2	3	4	5
Meets Deadlines	1	2	3	4	5
Understands & Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skill Specific to Internship	1	2	3	4	5
Displays Leadership Skills	1	2	3	4	5
Performs Quality Work	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitude**

Cooperative	1	2	3	4	5
Responsible	1	2	3	4	5
Thorough	1	2	3	4	5
Desires to Learn from/ Contribute to Organization	1	2	3	4	5
Flexible	1	2	3	4	5
Adaptable	1	2	3	4	5
Accepts and Makes Use of Constructive Criticism	1	2	3	4	5
Demonstrates Interest in Profession	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief description of the intern's overall performance (attach an additional page if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: Please return to Internship Coordinator once completed.**