

# AGEC 3700 INTERNSHIP EMPLOYER EVALUATION FORM

(used for both evaluations)

**Department of Agricultural Economics and Agribusiness**

**Louisiana State University and A&M College**

**Baton Rouge, Louisiana 70803-5604**

Student's Name \_\_\_\_\_

Date

The evaluation of the student's performance by the employer is an integral part of the overall learning experience. The student will be evaluated near the mid-point of the internship and again at the end of the program, using the attached form. The employer evaluation is a significant portion of the grading procedure for AGECE 3700. Where possible, each evaluation should be done by the student's immediate supervisor.

Rating Instructions: Use the following scale to rate the current performance of the student in carrying out the assigned duties of the intern position. Enter your evaluation under the **Rating** column. Use the **Comments** column for explanatory remarks, where appropriate.

Rating Scale: 1 = Excellent  
2 = Above average  
3 = Average  
4 = Below average  
5 = Unsatisfactory.

Use the **Additional Comments** section to discuss appropriate categories not included on the form or to elaborate on previous remarks.

In the **Overall Rating** section summarize your evaluation of the student. Indicate an overall rating using the number scale listed above.

After completing this form, review the evaluation with the student. Both the student and the supervisor conducting the evaluation should sign the evaluation form.

Return the completed evaluation form to the academic instructor.

## EMPLOYER EVALUATION OF INTERN

Performance Elements	Rating	Comments
<i>Interpersonal Characteristics</i>		
The intern demonstrates those personal characteristics (enthusiasm, leadership, interest, motivation, reliability, honesty, cooperation) that facilitate working individually or cooperatively with others		
<i>Organizational Skills</i>		
The intern organizes work tasks for effective use of time and effort		
<i>Communication Skills</i>		
The intern demonstrates verbal and written skills that reflect the ability to analyze and communicate ideas pertaining to work assignments		
<i>Work Quality</i>		
The intern demonstrates the ability to follow directions and established procedures as well as comply with the performance standards required for the assigned task or project		
<i>Self-Appraisal</i>		
The intern shows the ability to analyze his/her performance and to make constructive efforts to improve		
<i>Technical Expertise</i>		
The intern demonstrates technical competence in performing duties and responsibilities outlined in intern job description (attached)		

**Additional Comments:**

**Overall Rating:**

Signature and Title of Evaluator	Signature of Student
Date	Date