



**SITE SUPERVISOR EVALUATION
FOR
Bachelor of Science in Information Management & Technology Program**

STUDENT NAME: _____

SEMESTER OF EXPERIENTIAL LEARNING: _____

ORGANIZATION NAME: _____

SITE SUPERVISOR NAME: _____

To the Site Supervisor:

Please evaluate the student intern's performance by completing this form. Your comments, as well as your rating of the student's performance, would be most helpful in providing valuable feedback to the student intern. This evaluation also provides the Faculty Supervisor overseeing the internship, valuable information helpful in determining the student intern's grade for the experience. This evaluation can be reviewed with the student prior to your returning it to the Faculty Supervisor from the School of Information Studies.

In an effort to ensure that the learning objectives for the academic program in which the student is enrolled are on target, we would appreciate your feedback. Please evaluate, to the best of your ability, the students' competencies for these learning outcomes. This evaluation tool is also included.

We appreciate the time and consideration you have given our student intern.

1. If you had a vacancy, would you recommend this student for consideration? If yes, for what type of position? If no, why not?

2. Do you have any suggestions for improving the School of Information Studies Experiential Learning Program from your perspective?

3. Would you like to have another School of Information Studies student intern? Y / N _____

4. Was the content of this evaluation discussed with the student? Y / N _____

(Please continue on other side)

Please give a number grade and comments, if applicable:

	Poor					Excellent
Ability to analyze problems, assist in providing original solutions, and follow through with implementation plans <i>Comments:</i>	1	2	3	4	5	
Ability to grasp essentials, follow instructions, and reach sound conclusions <i>Comments:</i>	1	2	3	4	5	
Enthusiasm, curiosity, and creativity; attitude towards work <i>Comments:</i>	1	2	3	4	5	
Ability to work on a professional level <i>Comments:</i>	1	2	3	4	5	
Quality of work <i>Comments:</i>	1	2	3	4	5	
Trustworthiness and reliability <i>Comments:</i>	1	2	3	4	5	
Ability to learn from others and take criticism <i>Comments:</i>	1	2	3	4	5	
Ability to work independently <i>Comments:</i>	1	2	3	4	5	

Please rate the **Intern's Capabilities** using the following scale:

S/D (Strongly Disagree), **D** (Disagree), **A** (Agree), **S** (Strongly Agree), or **N/O** (Not Observed)

Information Management & Technology Learning Objectives		S/D	D	A	SA	N/O
		1.	Information Management: Knowledge of the functional areas of information management and their application to a variety of organizational contexts.			
2.	Information Problem Solving: The capability to use critical thinking skills and creativity for understanding the uses of information for solving complex problems.					
3.	Information Technology Understanding: An understanding of the uses of information technologies for solving human problems.					
4.	Leadership and Teamwork: The capability to accomplish goals through effective leadership and teamwork					
5.	Information and Society: An understanding of the need for and use of information in relation to ethical, societal, regulatory, and technological issues.					
6.	Professional Communication: The capability to clearly and effectively communicate ideas in writing and orally.					
7.	Information Technology Capabilities: The capability to use relevant technologies appropriate to solve problems.					
8.	Lifelong Learning Skills: Recognition of the need for and an ability to engage in lifelong learning.					

Thank you for participating in our program.

Signature

Title

Date