

Intern Performance Review

This form is to be completed by the academic supervisor to assess and provide feedback regarding the BUS292 Business Internship course final paper. It is strongly recommended that Internship Final Report Guidelines are thoroughly reviewed before filling in this form and recommending a grade.

The final grade will be assigned based on the quality of the report, the intern's performance review, and timeliness of all required processes and materials. Host company supervisor evaluation will be available at [Internship Management System](#) upon the completion of internship.

First and Last Name of Intern: _____

Host Company/ Department: _____

First and Last Name of Academic Supervisor: _____

First and Last Name of Company Supervisor: _____

	Criteria	Comments	Score	
Organization and Writing (Clarity of Purpose)	<ul style="list-style-type: none">- Logical and coherent content- Academic style of writing- Proper use of analytical tools and scientific and relevant professional literature.- Clarity of objectives- Critical and origin thought			Out of 20
Company and Internship Mission	<ul style="list-style-type: none">- General overview of the organization, its main activities and organizational structure.- Clear description of the role of the intern in the organization.			Out of 20
Data Collection and Analysis	<ul style="list-style-type: none">- Sufficient description of the methods used to acquire and analyze the information			Out of 25

Conclusions and Recommendation	<ul style="list-style-type: none"> - Strong review of the key conclusions linked to the report objectives. - Relevant, concrete and feasible recommendations as the logical results of the analysis of the problems encountered within the organization/department 			Out of 20
85% of the grade				

Recommendations for improvement: _____

Your overall assessment of the intern's final paper:

outstanding
 good
 average
 bad

*If the overall performance rating is "outstanding", please fill out the Outstanding Performance Report on the following listing the reasons for this rating as well as the intern's achievements(s) in the company.

Outstanding Performance Report

Rating your intern with an "Outstanding" overall performance means he/she has made a significant achievement, exceeded your expectations, and his/her work (initiative or idea) was or will be used by your establishment and has a lasting impact. Outstanding performing students are eligible to be nominated for the Internship STAR award by both the work and faculty supervisors.

Please provide a short story describing this student's achievements and projects conducted including your own assessment as it is crucial for the student's Internship Star Award nomination.

Would you consider nominating the above mentioned student for the Internship Star Award?

Yes

No

Supervisor Signature: _____

Date: ____ / ____ / ____

Grade Scale

100.00 %	94.00 %	A
93.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	84.00 %	B
83.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	74.00 %	C
73.99 %	70.00 %	C-

69.99 %	67.00 %	D+
66.99 %	64.00 %	D
63.99 %	60.00 %	D-
59.99 %	59.00 %	F