BENJAMIN FRANKLIN INSTITUTE OF TECHNOLOGY

APPENDIX C. MIDTERM PERFORMANCE EVALUATION OF ACADEMIC INTERN BY SITE SUPERVISOR

Student: _____   Host Organization: _____

Internship Period from _____ to _____   Hours/Week: _____ Total Hours: _____

Thank you for hosting a Benjamin Franklin Institute of Technology student intern! An important process for interns is receiving constructive feedback from supervisors about their performance. Please schedule a time to meet with your intern to review this evaluation in person. A BFIT representative will schedule a phone conversation to discuss ways to support the student's success during the second part of the internship.

Please discuss this evaluation with the student after completing this form, either you or the student can scan and e-mail it to: gelysee@bfit.edu.

This evaluation has been discussed with student.   [   ] YES   [   ] NO

Midterm Evaluation Completed by: Supervisor Signature: _____   Date: _____

Midterm Evaluation Reviewed by: Faculty Signature: _____   Date _____

Please provide a rating for each of the five skills outlined below and provide feedback on intern strengths and areas for growth. Feel free to add any skills that you feel may be missing.

Rating Scale ―――――――― Skill	1 = Very Poor	2 = Poor	3 = Below Average	4 = Average	5 = Above Average	6 = Excellent	7 = Exceptional	Rating:
Reliability	Intern adheres to work schedule; is punctual; meets task and project deadlines.							
Comments:								
Initiative	Intern is a self-starter who initiates tasks and suggests improvement/changes; identifies problems & opportunities & seeks solutions; undertakes additional responsibilities & responds to situations as they arise without supervision.							

Rating Scale ⎯⎯⎯ Skill	1 = Very Poor	2 = Poor	3 = Below Average	4 = Average	5 = Above Average	6 = Excellent	7 = Exceptional	Rating:
Comments:								
Oral Communication	**Intern communicates clearly and professionally in person & on the phone. Asks questions and asks for clarification when needed. He/She is able to establish good relationships/rapport with internal staff & stakeholders.**							
Comments:								
Quantitative Skills	Intern has the appropriate skills to track, compute, and/or analyze quantitative information.							
Comments:								
Technical Skills	Intern demonstrates ability to perform entry level computer programming and scripting to maintain and improve HEALTH IT systems.							
Comments:								

Strengths/Competencies:

Areas for Improvement:

Additional Comments (how to approach the second half of the internship):