

GEOGRAPHY 490 –INTERNSHIP Department of Geography University of Tennessee at Knoxville

Agency Evaluation of Student's Performance

Student's Name: _____

Agency's Name: _____

Period of Internship: _____

As an agency representative, please evaluate the student in each of the following areas. The review should emphasize major strengths as well as areas of improvement. Please write a brief explanation for each evaluation.

Agency representative: please discuss the results of this evaluation with the student, so that she/he may improve their subsequent job skills. If you have any question, please contact the Geography Department, UTK, at 865-974-2418 or utkgeog@utk.edu

	Needs Improvement	Meets Expectations	Exceeds Expectations
1. QUALITY OF WORK			
a) Oral	_____	_____	_____
b) Written	_____	_____	_____

2. QUANTITY OF WORK			
a) Amount completed	_____	_____	_____
b) Promptness of completing assigned tasks	_____	_____	_____

3. INITIATIVE			
a) Resourcefulness	_____	_____	_____
b) Self-reliance	_____	_____	_____
c) Supervision needed	_____	_____	_____

	Needs Improvement	Meets Expectations	Exceeds Expectations
4. DEPENDABILITY			
a) Reliability	_____	_____	_____
b) Promptness & attendance	_____	_____	_____
c) Follows instructions	_____	_____	_____

5. RELATIONSHIP WITH OTHERS			
a) Staff	_____	_____	_____
b) Clients	_____	_____	_____

6. JOB KNOWLEDGE			
Understanding of the agency functions	_____	_____	_____

7. GENERAL REMARKS

SIGNATURE: _____ DATE: _____

Send completed evaluation form to:

Faculty Supervisor
 Department of Geography
 Burchfiel Geography Building Room 304
 Knoxville, TN 37996-0925