



Career Services Internship Evaluation Form: HM

Student Information

Student's Name _____

Program Major _____ Term _____

Internship Start Date _____ Internship Completion Date _____

Total Hours Completed _____

Internship Site Information

Name of Internship Site _____

Address of Site _____

Site Phone _____ Site website _____

Internship Supervisor _____

Title of Supervisor _____

Supervisor Phone _____ Supervisor Email _____

Student's Job Title: _____

Supervisor Instructions

Thank you for taking the time to complete this evaluation of the student's skill attainment and competency as a professional working in the industry. Your feedback is an invaluable part of our student's education. Please complete all areas that pertain to your site and our student's achievement of the applicable learning objectives and competencies listed below.

Ratings: 4 = Excellent 3=Good 2 = Fair 1= Poor NA= Not Applicable

General Competencies	4	3	2	1	NA
Arrives on time.					
Maintains dress code and proper grooming.					
Displays appropriate professional conduct and courtesy.					
Demonstrates ability to complete tasks in a timely manner.					
Works well with other staff members.					
Takes initiative and seeks out new learning experiences.					
Accepts instruction & constructive criticism from supervisors.					



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Hotel Management Competencies	4	3	2	1	NA
Demonstrates understanding of communication between departments.					
Demonstrate understanding of delivering quality customer service despite fluctuations in volumes of customers.					
Understand principles of staffing service crew in relation to volume to effectively control labor cost.					
Displays understanding of key components of event planning.					
Demonstrates leadership and positive team building qualities.					

List Examples of the Student's Strengths

1. _____
2. _____
3. _____

List next-step learning objectives for the student and/or where improvement is needed

1. _____
2. _____
3. _____

Additional Comments

Supervisor's Signature _____ Date: _____

Thank you Very Much for participating in our internship program! We greatly appreciate your willingness to share your time and expertise with the next generation of professionals.