



INTERNSHIP EVALUATION

Maine College of Business Undergraduate Internship Site Supervisor Evaluation

[Edit Survey](#)

Default Email Preview

Default Initial Email Template

Dear Internship Site Supervisor:

Thank you for hosting a Davenport University Maine College of Business intern this semester.

Please take a few minutes to evaluate the competence and skills of your intern with regard to university and program outcomes as well as your experience working with us. Your feedback is extremely valuable and will be used to improve our academic program curriculum and processes.

You have until XXX date to complete this evaluation and the URL below is valid for two attempts.

Click on the URL link below to complete the evaluation. All fields must be completed in order for the evaluation to be submitted. When the evaluation is complete and you have clicked submit, you will receive an e-mail with a downloadable PDF of the completed evaluation form for your records.

Default Resend Email Template

Dear Internship Site Supervisor:

This is an automated reminder. Several weeks ago, you received an e-mail asking you to complete an evaluation of your Davenport University Maine College of Business intern.

This is a reminder that the evaluation must be completed by XXX date. Click on the link below to complete the evaluation. All fields must be completed in order for the evaluation to be submitted. When the evaluation is complete and you have clicked submit, you will receive an e-mail with a downloadable PDF of the completed evaluation form for your records.

Survey (PREVIEW)

Course Evaluation Type Student ID Instructor Status

Thank you for hosting a Davenport University Maine College of Business intern this semester. Please take a few minutes to evaluate the competence and skills of your intern with regard to university and program outcomes as well as your experience working with us to host an intern. Your feedback is extremely valuable to us and will be used to improve our academic program curriculum and internship processes.

Organization Information

Name

Address

Phone

Supervisor Information

Name

Title

Phone

Email

Internship Information

Internship To / From Dates

Hours Completed

My organization would host another Davenport University Internship student.

Additional Information

Please see below to provide general comments, assign a graded evaluation for the student's performance in the internship, and to sign the evaluation.

As the site supervisor, please provide your overall impression of the student's performance. This can be based on how well the student met the requirements of the position description, learning contract, or other established workplace standards.

Comments

The Site Supervisor's graded evaluation of the student counts as a significant portion of the final course grade. Below are grading scales for both undergraduate and graduate (MBA) student interns. Please assign the student a specific number grade for his/her performance during the internship based on appropriate scale (i.e. 93):

Undergraduate Internship Grading Scale

Grade	Number Equivalent	Grade	Number Equivalent
A	93-100	C	76-73
A-	90-92	C-	72-70
B+	87-89	D+	69-67
B	83-86	D	66-63
B-	82-80	F	62 and Below
C+	79-77		

Graduate (MBA) Internship Grading Scale

Grade	Number Equivalent	Grade	Number Equivalent
A	94-100	C+	79-77
A-	90-93	C	76-73
B+	87-89	C-	72-70
B	83-86	D+	69-67
B-	92-80	F	72 and Below

Please provide a specific number grade for the student's performance in the internship.

Submitter Name