

**Department of Computer Science**

**William Paterson University**

**Internship Final Report Form (from Field Supervisor)**

Student Intern: \_\_\_\_\_ Student Id# \_\_\_\_\_

Semester of Internship: \_\_\_\_\_

Agency Field Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_

Site/Address: \_\_\_\_\_

\_\_\_\_\_

Sponsoring Faculty: \_\_\_\_\_

Project Title: \_\_\_\_\_

Using the scale:

4=excellent, 3=good, 2=fair/average, 1=poor, 0=failed, NA = Not Applicable,  
for each of the following, please circle the number that best describes the student's level  
of achievement in each area:

**Overall Evaluation**

1. Overall evaluation (met objectives of internship) 4 3 2 1 0 NA

**Learning Outcomes**

2. Effectively express themselves in written reports 4 3 2 1 0 NA

3. Effectively express themselves in oral form 4 3 2 1 0 NA

4. Demonstrate ability to think critically (i.e. draw inferences, make decisions) 4 3 2 1 0 NA

5. Locate and use information for problem solving 4 3 2 1 0 NA

6. Demonstrate ability to integrate knowledge in a coherent and meaningful manner to solve real-world problems 4 3 2 1 0 NA

7.	Works with others on a team. Contributes to team effort. Carries share of workload.	4	3	2	1	0	NA
8.	Cooperates and coordinates well with co-workers	4	3	2	1	0	NA
9.	Cooperates and complies with management	4	3	2	1	0	NA
10.	Complies with workplace rules	4	3	2	1	0	NA
11.	Prioritize tasks and efficiently manage the time	4	3	2	1	0	NA

**Professional Effectiveness**

12.	Ability to handle assigned projects	4	3	2	1	0	NA
13.	Degree of initiative demonstrated in work	4	3	2	1	0	NA
14.	Diligence and capacity to handle hard work	4	3	2	1	0	NA
15.	Capacity to investigate problems in depth, detect/diagnose faults, and debug/troubleshoot	4	3	2	1	0	NA
16.	Breadth in computing discipline. Demonstrates a comprehensive background in computing.	4	3	2	1	0	NA
17.	Quality or thoroughness of completed projects or final products	4	3	2	1	0	NA

**Overall Work Habits**

18.	Perfect attendance	4	3	2	1	0	NA
19.	Consistently on time	4	3	2	1	0	NA
20.	Follows instructions and is reliable	4	3	2	1	0	NA
21.	Demonstrates creativity	4	3	2	1	0	NA
22.	Takes criticism and effectively improves from it	4	3	2	1	0	NA
23.	Demonstrates flexibility and adapts to change	4	3	2	1	0	NA
25.	Demonstrates a positive attitude	4	3	2	1	0	NA
24.	Is highly motivated	4	3	2	1	0	NA

Please add any additional comments concerning the student or the project.

Based on this experience, would you consider supervising another internship?

This is intended as an evaluation commentary, not a statement of commitment to one.

Please append any supporting documents or worksheets to this document (optional).

Agency Field Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your efforts and time in this behalf.