

# ID 400: Interior Design Internship Site Internship Supervisor Evaluation

West Virginia University  
Davis College of Agriculture, Forestry and Consumer Sciences  
Division of Design and Merchandising

**Academic Supervisor**

Mrs. Barbara Lingle  
Adjunct Professor, Interior Design and  
Designer/Owner BL Interiors  
[wvdbl@comcast.com](mailto:wvdbl@comcast.com)

Office Hours by Appointment  
PO Box 6124  
Morgantown, WV 26508-6124  
Phone 304-376-7272  
Fax 304-293-2750

As the on-site supervisor of the intern named below, we would appreciate your evaluation of their activities while working with your firm. Please feel free to share any additional comments at the end of the form, and any suggestions you may have for the student in future work. We thank you for your time, and for providing this valuable experience to our student.

Student Intern \_\_\_\_\_

Employer \_\_\_\_\_

Field Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**Attitude**

- \_\_\_ Outstanding enthusiasm
- \_\_\_ Very interested and industrious
- \_\_\_ Average diligence and interest
- \_\_\_ Somewhat indifferent
- \_\_\_ Definitely not interested

**Ability to Learn**

- \_\_\_ Exceptional
- \_\_\_ Learned work readily
- \_\_\_ Average
- \_\_\_ Rather slow to learn
- \_\_\_ Very slow to learn

**Dependability**

- \_\_\_ Completely dependable
- \_\_\_ Above average dependability
- \_\_\_ Usually dependable
- \_\_\_ Sometimes neglectful/careless
- \_\_\_ Unreliable

**Initiative**

- \_\_\_ Proceeds well on his/her own
- \_\_\_ Works independently
- \_\_\_ Does all assigned work
- \_\_\_ Hesitates
- \_\_\_ Requires frequent prodding

**Knowledge of Field**

- \_\_\_ Excellent
- \_\_\_ Good-Very good
- \_\_\_ Adequate
- \_\_\_ Fair
- \_\_\_ Inadequate

**Ability to Organize Work**

- \_\_\_ Excellent
- \_\_\_ Good-Very good
- \_\_\_ Adequate
- \_\_\_ Fair
- \_\_\_ Inadequate

**Potential as a Professional**

- \_\_\_ Excellent
- \_\_\_ Above average
- \_\_\_ Average
- \_\_\_ Fair
- \_\_\_ Doubtful

**Response to Supervisors**

- \_\_\_ Highly positive
- \_\_\_ Positive
- \_\_\_ Adequate
- \_\_\_ Bordering on Negative
- \_\_\_ Negative

-continued

Site Internship Supervisor Evaluation - continued -

**Quality of Work**

- Excellent
- Very good
- Average
- Below average
- Very poor

**Relations with Peers**

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty with others
- Works very poorly with others

**Judgment**

- Exceptionally mature in judgment
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment

**Leadership Qualities**

- Shows strong leadership
- Shows moderate leadership
- Average in leadership
- Seldom shows leadership
- Shows no leadership qualities

**Attendance**

- Always present
- Usually present
- Tolerable
- Often absent
- Seldom present

**Punctuality**

- Always prompt
- Usually prompt
- Tolerable
- Often tardy
- Seldom prompt

**Additional Comments**

**Overall Performance** (Circle one) Outstanding Very Good Average Marginal Unsatisfactory

This report has been discussed with the student (Circle one) Yes No

Immediate (work) Supervisor \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please Return to**

Mrs. Barbara Lingle  
 West Virginia University  
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 Interior Design Program  
 PO Box 6124  
 Morgantown, WV 26506-6124