TOWSON UNIVERSITY
HRD GRADUATE STUDENT INTERNSHIP
ON-SITE SUPERVISOR EVALUATION

Student _______________________________________         Date _______________

Please complete the following information and return it to Dr. Alan Clardy, HRD Graduate Program Director. Along with other materials, this information will be used in deciding the grade the student receives for this assignment. Unless you require otherwise, this information will be shared with the student. Thank you for your assistance.

[] Do NOT share this information with the student.

1. Did you experience any problems with this student’s:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Problem</th>
<th>No Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality or attendance?</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>Conscientiousness in performing work assignments?</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>Work habits in general?</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>Communicating or relating to others at the work site?</td>
<td>[]</td>
<td>[]</td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________
_________________________________________________________________________

2. Please identify the main projects on which the student worked and then rate your assessment of the student’s performance on each:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Rating</th>
<th>Less than Expected</th>
<th>As Expected</th>
<th>Better than Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
</tr>
</tbody>
</table>

- over -
3. Please comment on the student’s:
   a. Strengths or things done well
      ____________________________________________
      ____________________________________________
      ____________________________________________
   b. Areas in which there could be improvements
      ____________________________________________
      ____________________________________________
      ____________________________________________

4. Would you be willing and able to serve as an employment reference for this student?
   [] Yes     [] No

5. Do you have any comments or recommendations for the Towson University HRD Graduate Program Internship?
   ____________________________________________
   ____________________________________________

6. Would you be willing to host another intern?     [] Yes     [] No

Thank you again.

Dr. Alan Clardy, Director, HRD Graduate Program
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Towson, MD 21252
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410-704-3069