



GRFX-4603 GRAPHIC DESIGN INTERNSHIP INTERNSHIP SUPERVISOR FINAL REPORT FORM

This form can be filled out digitally or it may be printed.

If filling out digitally, please DO NOT hit Return after your last word entered in the box.

STUDENT INTERN NAME:

INTERNSHIP SITE NAME:

INTERNSHIP SUPERVISOR NAME:

ARKANSAS STATE UNIVERSITY'S DEPT. OF ART + DESIGN THANKS YOU FOR YOUR TIME AND EFFORT TO PROVIDE THIS VALUABLE OPPORTUNITY.

It is time for us to evaluate the performance of the intern placed with your organization this semester and the internship program itself. Please mark an X next to the most appropriate answer:

The internship worked well and I would like another intern in the future.

The internship did not work well, but I would like another intern in the future.

The internship worked well, but I would not like another intern in the future.

The internship did not work well and I would not like another intern in the future.

Briefly explain the reason(s) for your answer:

During the last weeks, we have received progress reports to help determine student's grade. We hope that the time taken to fill out these reports was not excessive, nor did it interfere in the normal operations of your business. Without these reports we cannot keep the program going, nor can we assign grades. If you have not been able to fill out the progress reports, please briefly describe the work given the intern and evaluate the intern's performance so that we have this integral feedback.

Note: If you have filled out and submitted all requested progress reports, the box below is optional. Proceed to next page.

Performance rating of intern relating to assigned work and overall performance:

Please see below explanation of the grade supplied, according to Arkansas State University. Considering all aspects of the student's performance throughout the internship, please mark an X next to the one grade you would grant.

A : Excellent

For outstanding achievement.

B : Good

For less than outstanding but demonstrably better performance than the normal competency required for satisfactory progress toward graduation.

C : Satisfactory

For performance that demonstrates the normal competency required for satisfactory progress toward graduation.

D : Poor

For performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation.

F : Failure

For performance that does not meet minimum course requirements and for which no degree credit is justified

OPTIONAL: Please explain any reasons for your rating above.

Intern Supervisor Signature:

Date