To Supervisor and Student: Fieldwork is an essential part of the requirements of the Entertainment Technology Internship and Seminar of the Entertainment Technology Department. The Internship Supervisor is responsible for evaluating the performance of students in the Internship. The evaluation should be a joint process and filled out after a conference between the Internship Supervisor and the student.

The evaluation should be returned to the New York City Technical College Entertainment Technology Department no later than ________________ so that the student can be assigned a final grade and receive appropriate credit for the Internship. Thank you for your cooperation.

1. **Internship Assignment:** Describe the intern’s assignment. Include the function of the job area to which the intern was assigned and the specific service provided by the intern.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
2. **Supervision:** What form of supervision was given to the student?

_________________ Weekly conferences

_________________ Bi-weekly internship meetings, etc.

_________________ Other (please explain)________________________

What was the student’s attitude toward, and reaction to, supervision?

_____ Excellent ______ Very Good _______ Satisfactory _______ Poor

3. **Intern’s Work Skills:** Evaluate the student’s participation in the Internship as evidenced by the following:

   a. Intern’s attendance and preparation for Internship:

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor

   b. Intern’s response to the organization’s requirements (record keeping, attendance at meetings, supervision etc.):

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor

   c. Intern’s interest in and ability to understand the organization’s function:

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor

   d. Intern’s use of time:

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor

   e. Intern’s relationship to staff:

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor

   f. Intern’s relationship to customers, clients:

      _____ Excellent ____ Very Good ____ Satisfactory ____ Poor
4. **Additional comments:** Describe and evaluate intern’s use of other learning experiences. (Attendance at workshops, training sessions, consultation with staff, use of literature, pamphlets, manuals and computer or other equipment provided by the organization).

__________________________
__________________________
__________________________
__________________________

5. Would you accept this intern for an additional semester? ___ Yes ___ No

6. How many hours did the intern work this semester? ________________

7. Intern’s final rating

_____ Excellent _____ Very Good _____ Satisfactory _____ Unsatisfactory

__________________________

Supervisor’s Signature

**TO THE INTERN:** I have read and received a copy of this evaluation.

__________________________

Intern’s Signature

**Please note:** Interns are requested to sign indicating that they have read the Evaluation. If the intern disagrees with the evaluation, the intern may attach a statement indicating the nature of the disagreement.