

Internship Unit – COMP8851/COMP8860
 Department of Computing, Macquarie University
Evaluation of Internship Rubric

Student Full Name:

Student Email Address:

Host Organization/Company Name:

Organization/Company Address:

Organization/Company ABN:

Internship Supervisor Full Name:

Supervisor Title:

Supervisor Phone Number:

Supervisor Email Address:

Supervisor - Evaluation of Internship

Evaluation Dimensions	Performance Rating				Score (out of 5)	
	Needs Improvement		Meets Expectations			Excellent
	1	2	3	4		5
Quality of Work	Work was done in a careless manner and was of erratic quality; work assignments were usually late and required review; made numerous errors		With a few minor exceptions, adequately performed most work requirements; most work assignments submitted in a timely manner; made occasional errors		Thoroughly and accurately performed all work requirements; submitted all work assignments on time; made few if any errors	
	Comment:					
Ability to Learn	Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and work assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements		In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements		Consistently asked relevant questions and sought out additional information from appropriate sources; very quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements	
	Comment:					
Initiative and Creativity	Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options		Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas		Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options	
	Comment:					

Character Traits	Regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior	Except in a few minor instances, demonstrated a positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner	Demonstrated an exceptionally positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner	
	Comment:			
Dependability	Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision	Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision	Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision	
	Comment:			
Attendance and Punctuality	Was absent excessively and/or was almost always late for work	Was never absent and almost always on time; or usually reported to work as scheduled, but was always on time; or usually reported to work as scheduled and was almost always on-time	Always reported to work as scheduled with no absences and was always on-time	
	Comment:			
Organizational Fit	Was unwilling or unable to understand and support the organization's mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations, and culture; frequently seemed to disregard appropriate authority and decision-making channels	Adequately understood and supported the organization's mission, vision, and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels	Completely understood and fully supported the organization's mission, vision, and goals; readily and successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels	
	Comment:			
Response to Supervision	Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; seldom if ever implemented supervisor suggestions; was usually unwilling to explore personal strengths and areas for improvement	On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; implemented supervisor suggestions in most cases; was usually willing to explore personal strengths and areas for improvement	Actively sought supervision when necessary; was always receptive to constructive criticism and advice; successfully implemented supervisor suggestions when offered; was always willing to explore personal strengths and areas for improvement	
	Comment:			
Total (out of 40):				

Company - Evaluation of Internship

Evaluation Dimensions	Score (out of 60)
<ul style="list-style-type: none"> • Score 60: The Company offered a job to the candidate after internship: The student's quality of work exceeded the company's expectation, the student's effort was outstanding, the student was very professional and the student strongly desired to improve and learn. • Score 50: The Company would offer a job to the candidate after internship: The student's quality of work exceeded the company's expectation, the student was very professional and the student strongly desired to improve and learn. • Score 40: The Company would shortlist the candidate and invite him/her for an interview, after the internship: The student's quality of work and effort was above Company's expectations, the student was sufficiently professional, and the student sufficiently desired improvement and learning. • Score 30: The Company would shortlist the candidate but NOT invite him/her for an interview, after the internship: The student's quality of work was above the minimum standard level of achievement and met the company's expectations, the student's effort was sufficient, the student was sufficiently professional, and the student sufficiently desired improvement and learning. • Score 20: The student's quality of work was below standard but met the company's expectations, the student's effort was poor, the student was not professional, the student had little desire for improvement and learning. • Score 0: The student's quality of work didn't meet the company expectations and the student's effort did not provide evidence of attainment of the project's learning outcomes. 	<input type="checkbox"/> 60 <input type="checkbox"/> 50 <input type="checkbox"/> 40 <input type="checkbox"/> 30 <input type="checkbox"/> 20 <input type="checkbox"/> 0

Total Internship Mark

Supervisor - Evaluation of Internship (Out of 40)	Company - Evaluation of Internship (Out of 60)	Total Score (Out of 100)