

**ArchSt 4940 – Internship**

**EMPLOYER EVALUATION**  
of Student Intern

**Department of Architectural Studies**  
College of Human Environmental Sciences  
University of Missouri-Columbia  
137 Stanley Hall, Columbia, MO 65211  
(573) 882-7224 • FAX (573) 884-6679 • Home Page: <http://www.missouri.edu/~arch/>

Student \_\_\_\_\_

Term of employment \_\_\_\_\_

TOTAL # of hours worked \_\_\_\_\_

Circle appropriate boxes:

ENTHUSIASM	Eagerness and keen interest are apparent	Above average interest in job	Interested and happy on the job	Lacks enthusiasm
COURTESY & TACT	Treats others tactfully and courteously at all times	Usually tactful and courteous	Adequate, could be more tactful sometimes	Sometimes abrupt or tactless
CREATIVITY & DESIGN IDEAS	Exciting, original	Better than average	Acceptable work	Work cannot be used
DRAFTING	Well executed, fast and competent	Good quality	Generally accurate but slow	Work cannot be used
CURRENT DESIGN AWARENESS	Continually learning, sensitive use apparent	Above average awareness and applies information	Adequate knowledge and use	Information not used or is lacking
INITIATIVE	Understands quickly, very resourceful, has good ideas	Usually quick to understand, has some good ideas	Understands routine situations, could be more alert	Often misunderstands, requires constant supervision
APPEARANCE	Immaculate and appropriate	Neat	Well-groomed most of the time	Careless appearance
VOICE & SPEECH	Exceptionally clear, readily understood	Pleasant, speaks distinctly	Sometimes indistinct	Indistinct, difficult to understand
PUNCTUALITY & ATTENDANCE	Always on time	Rarely late	Occasionally late	Frequently tardy or absent
PRODUCTION	Free from error; careful and accurate	Work is generally thorough	Acceptable, minimum required	Too many errors, wastes time
KNOWLEDGE OF MERCHANDISE	Constantly improving knowledge of stock, very helpful giving merchandise information accurately	Usually very helpful and correct, sometimes volunteers information	Learns enough to get by	Doesn't remember merchandise information or use it well
ADAPTABILITY	Well-adapted, works well on own and with other employees	Well-adapted	Satisfactory	Unsuited for job

Evaluation should be kept confidential.

Evaluation may be shared with student.

Firm \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to ARCH Internship Adviser, 137 Stanley Hall, University of Missouri, Columbia, MO 65211: Ruth Tofle