

Business Administrative Technology: Internship Time Sheet

Student Intern _____

Company _____

Company Trainer _____

Parkland Internship Supervisor _____



**PARKLAND
COLLEGE**

DATE	TASKS	HOURS

Hours worked this period _____

Previous hours to date _____

Current hours to date _____

Instructions for evaluator

Using the rating scale to the right, mark an "x" in the box for each rating that, in your judgement, best describes the actual performance of the intern.

Rating Scale		
4	Exceptional	Among the very best
3	Exceeds Expectations	Needs little or no supervision
2	Meets Expectations	Performs consistently
1	Below Expectations	Requires much supervision
na	Not applicable	Does not apply to this week's tasks

Performance Evaluation		4	3	2	1	na
Basic Skills	Shows ability to read, write, do math, listen and speak					
Thinking Skills	Can solve problems, make decisions, visualize, reason and knows how to learn					
Personal Qualities	Displays responsibility, self-esteem, self-management, integrity and honesty					
Resources	Effective management of time and materials					
Information	Ability to understand and follow directions					
Interpersonal	Working with others as an effective member of the team					
Systems	Ability to understand and follow directions					
Technology	Uses and maintains equipment and software appropriately					
Overall evaluation of student intern's performance						

Comments _____

Signatures

Student _____ Date _____

Company Trainer _____ Date _____

Steps for completion

1. Student Intern: Fill out top portion of form
2. Company Trainer: Fill out Performance Evaluation ratings, comments, and sign
3. Student Intern: Sign completed form and submit to Parkland Internship Supervisor

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