

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Horticulture/Plant & Soil Science Department

Intern Evaluation Report

Reporting date: _____

Report On: _____ (Name of Student)

At: _____ (Your Agency)

By: _____ (Your name & Title)

For the period from _____ to _____ (Dates)

GRADE **CRITERIA**

___ **A Outstanding** – his/her work is excellent. Requires instruction once; works well independently; always willing to do more than his/her share.

___ **B Above Average** – his/her work is good. Performs well without constant supervision; sometimes willing to do more than his/her share.

___ **C Average** – his/her work is satisfactory. Completes work assigned and performs at an acceptable level.

___ **D Below Average** – his/her work needs to improve.

___ **F Unsatisfactory** – he/she has quit, been discharged, or will be discharged if his/her work does not improve.

If you care to make any comments on the above evaluation, please do so here. (Continue on the back if necessary.)

Describe the work assigned to the student during this period:

List any formal or informal instructions given to the intern in addition to their work experiences:

No. of Hours

Description

By Whom

This evaluation may or may not be shown to the intern, as you prefer. Mail this form in the envelope provided at the end of each reporting period indicated above. It will not be shown to the student after it is received. Mail to:

**Cal Poly Pomona, Department Chair – Horticulture/Plant & Soil Science -
3801 West Temple Ave, – Pomona, California 91768.**