

**TOWSON UNIVERSITY**  
**HRD GRADUATE STUDENT INTERNSHIP**  
**ON-SITE SUPERVISOR EVALUATION**

Student \_\_\_\_\_

Date\_\_\_\_\_

Please complete the following information and return it to Dr. Abby Mello, HRD Graduate Program Director. Along with other materials, this information will be used in deciding the grade the student receives for this course. Unless you require otherwise, this information will be shared with the student. Thank you for your assistance with the assessment and for providing a valuable learning experience for this student!

[ ] Do NOT share this information with the student.

1. Please evaluate the following in regard to the student:

	Comments
Punctuality/attendance	
Conscientiousness in performing work assignments	
Work habits in general	
Communicating or relating to others	

2. Please identify the main projects/tasks/duties on which the student worked and then rate your assessment of the student's performance on each:

Assignment	Poor	Below Average	Acceptable	Good	Excellent
a. _____	[ ]	[ ]	[ ]	[ ]	[ ]
b. _____	[ ]	[ ]	[ ]	[ ]	[ ]
c. _____	[ ]	[ ]	[ ]	[ ]	[ ]
d. _____	[ ]	[ ]	[ ]	[ ]	[ ]
e. _____	[ ]	[ ]	[ ]	[ ]	[ ]

3. Please comment on the student's:

a. Strengths or things done well

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b. Areas in which there could be improvement

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4. Would you be willing and able to serve as an employment reference for this student?

☐ Yes      ☐ No

5. Do you have any comments or recommendations for the Towson University HRD Graduate Program  
Internship?

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6. Would you be willing to host another intern?      ☐ Yes      ☐ No

On behalf of the HRD program at Towson University, we thank you for providing this student learning opportunity and completing this evaluation.

Best wishes,

Dr. Abby Mello  
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