San Jose State University
Design Program, Design 127 Internship
Performance Evaluation Form

To be completed by supervisor at host organization, and original mailed to SJSU Design Office.

______________________________
Student Name

______________________________
Student SJSU ID No.

______________________________
Total Hours Completed

______________________________
Area(s) of Responsibility

______________________________
Name of Firm/Business

1 = Unacceptable  2 = Needs Improvement but progressing  3 = Expected  4 = Exceeds Expectation  5 = Outstanding

______ Communication Skills  ______ Planning/Organization  ________ Other, specifically to internship

______ Interpersonal Skills  ______ Speed/Consistency

______ Team Work  ______ Attendance

______ Adaptability  ______ Initiative

______ Stress Tolerance  ______ Judgment

Performance Comments:

___________________________________________________________________________________________________________________________

Strengths:

___________________________________________________________________________________________________________________________

Limitations:

___________________________________________________________________________________________________________________________
Recommendaions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Verification of Hours: Supervisor please check and initial for verification

___ 1 Unit = 48 Hours minimum  ______  

___ 2 Units = 96 Hours minimum  ______  

___ 3 Units = 144 Hours minimum  ______  

___ 4 Units = 196 Hours minimum  ______

Evaluator's Signature (sign in ink)

_________________________________________  ___________
Name/Title                                      Date

_________________________________________
Email address

Evaluator or Supervisor:

Please mail original Evaluation along with Verification of Hours to:

San Jose State University  
Design Department Office  
One Washington Square  
San Jose, CA 95192-0225