



Monte Ahuja
College of Business

FINANCE DEPARTMENT

INTERNSHIP EVALUATION FORM

STUDENT NAME: _____

This form is to be completed by your supervisor/mentor at the end of the internship. The completed form may be emailed to the Department of Finance, Internship Coordinator, Dr. Yinjie Shen at: y.shen61@csuohio.edu or submitted through Blackboard.

| CRITERIA | EXCEED EXPECTATIONS | MEETS EXPECTATIONS | DOES NOT MEET EXPECTATIONS |
|---|--------------------------|--------------------------|----------------------------|
| ORAL COMMUNICATION SKILLS | | | |
| Organization of thought process | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of communication aids | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speaking skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal appearance and demeanor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interaction with audience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WRITTEN COMMUNICATION SKILLS | | | |
| Organization/Structure of Reports/write-ups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing Style (Spelling, Grammar, language) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CRITICAL / INTEGRATIVE THINKING | | | |
| Ability to identify decision problems & key issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accuracy and relevance of analysis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Logic and reasoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Breadth and depth of answer in addressing complex issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to integrate business concepts and theories in formulating credible solutions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TECHNOLOGY USE | | | |
| Proficient use of Excel/spreadsheets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proficient use of communication technology, data sharing software and social media | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ADDITIONAL COMMENTS/OBSERVATIONS:



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NOTES/COMMENTS ABOUT STUDENT'S INTERNSHIP EXPERIENCE: