

**Department of Tourism, Hospitality and Event Management
University of Florida**

PRACTICUM SUPERVISOR'S FINAL EVALUATION FORM

Name of Supervisor: _____
Agency: _____
Mailing Address _____
Phone and Email: (____) _____ and _____@_____

Student Intern: _____

Date Completed: _____

Please check the appropriate box. Feel free to comments and/or provide specifics.

CRITERIA	Excellent	Good	Fair	Unsatisfactory
1. Attendance				
<i>Comment:</i>				
2. Punctuality				
<i>Comment:</i>				
3. Dependability/reliability				
<i>Comment:</i>				
4. Cooperation with supervisor				
<i>Comment:</i>				
5. Cooperation with staff				
<i>Comment:</i>				
6. Taking direction				
<i>Comment:</i>				
7. Asking for help appropriately				
<i>Comment:</i>				
8. Professional appearance				
<i>Comment:</i>				
9. Quality of independent work				
<i>Comment:</i>				
10. Quality of team work				
<i>Comment:</i>				
11. Acceptance of responsibility				
<i>Comment:</i>				
12. Organizational skills				
<i>Comment:</i>				
13. Time management skills				
<i>Comment:</i>				
14. Follow-through skills				
<i>Comment:</i>				
15. Imagination/creativity				
<i>Comment:</i>				
16. Enthusiasm/motivation				
<i>Comment:</i>				
17. Professional conduct/demeanor				
<i>Comment:</i>				
20. Trainee's potential as a professional				
<i>Comment:</i>				

(OVER)

How frequently did you observe the student? _____

1. When and where did you meet and discuss this evaluation?

2. How did the student respond to your ratings and comments?

3. What were the student's major tasks during this period?

4. What skills did the student demonstrate that show mastery of critical skills needed in the planning and delivery of program and events in your agency?

5. In terms of specific skills, areas for improvement include:

6. Other comments/reactions:

Based upon my evaluation, this student is progressing to earn a
Satisfactory or Unsatisfactory grade. (please circle your response)

Evaluator Signature: _____

Please print name: _____

Please mail/fax this form to: Doug DeMichele, Ed. D.
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Or scan and email to DeMiche@hhp.ufl.edu