



INTERN EVALUATION FORM

Please complete the following evaluation of the student intern, noting tasks performed, level of performance and areas for improvement.

Name of Intern: _____

Dates/Hours of Internship: _____

Firm Name: _____

Supervisor's/Evaluator's Name: _____

Address: _____

Phone: _____

Tasks and Responsibilities:

Please provide an overview of the Tasks and Responsibilities completed by the Intern.

(continued on next page)

KNOWLEDGE, SKILLS, and ABILITIES

Design/Planning Skills

	Satisfactory	Unsatisfactory	Not Applicable
Site Analysis, Research &/or Precedent Analysis			
Program Development &/or Concept Design			
Design Development			
Technical Skills – Planting/Materials Knowledge, Grading & Drainage Awareness, Detail Development			
Construction Documentation Knowledge			

Project Management

	Satisfactory	Unsatisfactory	Not Applicable
Time Management			
Organization & Efficiency			
Ability to Meet Deadlines			

Professional Skills

	Satisfactory	Unsatisfactory	Not Applicable
Graphic Communication / Presentation			
Computer / Visualization			
Drafting (Freehand or CAD)			
Technical Research			
Written Communication			
Verbal Communication			
Meeting Participation / Note-Taking			

Professional Attitude / Behavior

	Satisfactory	Unsatisfactory	Not Applicable
Participation and Engagement			
Critical Thinking / Problem Solving			
Collaboration and Team Work			
Initiative / Willingness to Learn			
Responsiveness to Feedback			

(continued on next page)

Supervisor / Evaluator Comments:

Intern Strengths:

Areas for Continued Development:

Signature: _____ Date: _____

Thank you for your participation in this valuable part of our student's education!

Please return this evaluation to:

Landscape Architecture Department

Cal Poly – Bldg. 34, Room 251
San Luis Obispo, CA 93407-0285

Tel. (805) 756-1319
Email. landscapearchitecture@calpoly.edu