

University of Puerto Rico  
Rio Piedras Campus  
Business Administration

**ASSESSMENT OF PROGRESS OF INTERNSHIP/COOP**

Student name: \_\_\_\_\_

Academic session: \_\_\_\_\_ First semester \_\_\_\_\_ Second semester \_\_\_\_\_ Summer

Company or institution: \_\_\_\_\_

**Instructions to the supervisor or supervisors of the internship/COOP:** We appreciate your evaluation of the student under the following criteria **at least two times** in the corresponding academic session in order to identify strengths and areas of improvement. This evaluation **should be discussed with the student and sent directly to the Coordinator.**

<i>Criteria</i>	<i>Excellent (5)</i>	<i>Very Good (4)</i>	<i>Average (3)</i>	<i>Below Average (2)</i>	<i>Very Poor (1)</i>	<i>Not observed (0)</i>
1. Ability to apply acquired knowledge in their area of study						
2. Analytical skills						
3. Leadership skills						
4. Ethical attitudes						
5. Technological skills						
6. Ability to communicate orally						
7. Ability to communicate in writing						
8. Ability to work in teams						
9. Ability to make decisions						
10. Willingness to learn						
11. Ability to work with minimum supervision						
12. Sense of responsibility						
13. Appearance and proper attire						
14. Attendance and punctuality						
15. Quality of the work done						

General comments:

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\_\_\_\_\_

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\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

