



**Suffolk University
Sawyer Business School
MKT 520 - MARKETING INTERNSHIP
SPONSOR EVALUATION FORM**

Student's Name Hernan Prados Semester/Year Spring, 2014

Sponsor's Name/Title Joanne Casino, Manager, Marketing & Communications

Sponsoring Organization CeltiCare Health

Total Hours Spent on Internship 150

IMPORTANT INSTRUCTIONS: This evaluation is to be completed in reference to the specific internship objectives as specified in the student's Marketing Internship Plan. Please complete this form and return it to arrive by Friday **April 25th, 2014** (via email, mail, or fax) to jmee@suffolk.edu, or to **Jeremiah Mee, Sawyer Business School, Suffolk University, 8 Ashburton Place, Boston, MA 02108, or fax to 617-973-5382**

1. Have the objectives as outlined in the Marketing Internship Plan been completed? Yes X No

If "No," please answer the following questions:

To what extent were the objectives completed: _____

What Conditions (if any) prevented the student from completing the objectives: _____

2. In your opinion, was the experience beneficial . . .

A. To the student? Yes X No

B. To your organization? Yes X No

Evaluation of Student's Internship Performance

DIRECTIONS: Circle the most appropriate statement for each criterion.

Evaluative Criteria:				
1. Quality of work	Careless; frequently makes mistakes.	Usually does passable work. Sometimes must be told to do a better job.	Usually does usable work. Seldom makes mistakes.	Consistently does good work. Errors rare.
2. Quantity of work	Slow; output frequently below requirements.	Turns out only the required amount of work.	Fast; more than is expected.	Exceptionally fast; unusually high output.
3. Job Knowledge	Limited knowledge of job. Needs to be told repeatedly what to do.	Adequate knowledge of job. Regularly requires supervision and instruction.	Well informed about job and related work. Rarely needs assistance or instruction but asks for it when needed.	An expert at the job. Makes the most of knowledge and experience.
4. Dependability	Requires frequent follow-up, even in routine duties.	Generally carries out instructions but occasionally needs follow-up.	Carries out instructions and does what is expected. Needs little follow-up.	Inspires confidence; works efficiently and independently.
5. Attitude	Cooperates only when necessary. Unwilling to try out new ideas. Creates poor impression.	Usually cooperates with some reluctance to accept suggestions and try new ideas.	Meets others halfway and goes out of the way to cooperate. Usually ready to try new ideas.	Exceptionally good team worker. Goes out of the way to cooperate. Always ready to try new ideas.
6. Initiative	Does only as much as told; takes no interest in doing more than enough to get by; cannot see what has to be done.	Does only enjoyable jobs, requires constant supervision to keep going.	Able to get started and maintain interest without undue urging. Does other obviously related jobs.	Has ability to get started without pressure. Makes effort to get the most out of activities. High degree of interest in job.
7. Maturity	Very immature. Lack of self-confidence and poise.	Seems immature at times and lacks self-confidence.	Mature and shows poise and self-confidence.	Very mature. Very confident and has assured manner. Very polite.
8. Communication	Can't present facts or ideas, orally or in writing; doesn't keep superiors and/or subordinates informed.	Needs supervision when communicating with others and reminders to stay in contact w/superiors and/or subordinates.	Usually demonstrates good communication skills and provides necessary information to superiors and subordinates.	An excellent communicator. Effectively communicates necessary information with any level in the organization.
9. Judgment and Insight	Frequently acts without obtaining facts. Judgment unsound in many instances.	Occasionally makes questionable decisions which are usually caused by not obtaining all the facts or by being influenced by personal feelings.	Handles problems encountered in a practical down-to-earth manner. Usually uses good judgment.	Judgment seldom questionable. Considers all the facts and reaches sound conclusions.

III. Place a checkmark in the blank next to the statement which most accurately describes the student's **overall** performance against his/her training objective(s).

HIGHLY SATISFACTORY. Student's performance on the objective(s) shows a fully thorough and creative handling of the task at hand. Virtually no items were overlooked, and any conclusions were fully sound. This is considered an "A" grade.

SATISFACTORY. Student's performance on the objective(s) was thorough and creativity was shown. Some minor items were overlooked, but any conclusions made were sound. This is considered a "B" grade.

MARGINAL. Student's performance on the objective(s) was somewhat thorough and displayed some creativity. Some important items were overlooked. This is equivalent to a "C" grade.

UNSATISFACTORY. Student's performance on the objective(s) was not thorough. No creativity was shown; overlooked items and errors in and conclusions made the value of the objective(s) questionable.

IV. Additional Comments:

Hernan was a pleasure to work with. He grasped the underlying reasons for the work he was doing and was able to apply that to each task. That meant he needed minimal instruction once he understood what we were trying to accomplish. Only rarely was Hernan not able to think ahead and anticipate what would be the optimal choice in a situation (when calling members to come to an event, he only called to confirm and did not use his time to seek out additional members when he could have). Hernan exhibited great reliability and independence. He used his bi-lingual capabilities to our benefit without needing any instruction to do so. I would hire Hernan if I had a position for him! For those items where he did not achieve the highest rating, I believe if the internship were a longer lasting position, he would have achieved the highest rating all-around.

Joanne Casino

Sponsor's Signature

Date

4/22/14

Please return this completed form by email jmcc@suffolk.edu, mail to:

Jeremiah Mee

Suffolk University, Sawyer Business School

Department of Marketing

8 Ashburton Place

Boston, MA 02108

Or, Fax to 617-973-5382