

INTERNSHIPS

CAL POLY POMONA

ART/CREATIVE DIRECTOR EVALUATION OF PERFORMANCE

Dear Evaluator / Supervisor,

Please address these issues in your performance memo of our Cal Poly Pomona student intern. Please write a short narrative and circle the most appropriate numbers for each criteria, as this will be used to grade the student.

Four exceeds expectations and equals an A. Zero does not meet expectation and equals an F.

QUALITY OF PERFORMANCE	4	3	2	1	0
ATTENDANCE DEPENDABILITY	4	3	2	1	0
PROFESSIONALISM/INDEPENDENCE	4	3	2	1	0
RESPONSIBILITY	4	3	2	1	0
CREATIVITY	4	3	2	1	0

SHORT NARRATIVE OF STUDENT'S PERFORMANCE:

This Evaluation of Performance can be mailed to:
ART DEPARTMENT
SARAH MEYER, INTERNSHIP COORDINATOR
C/O PAT MARTINEZ
3801 WEST TEMPLE AVE
POMONA, CA 91768

Or emailed to:
SARAH MEYER: SAMEYER@CPP.EDU
AND WITH A CC (COPY) TO PMARTINEZ@CPP.EDU

