



School of Information Studies  
**SYRACUSE UNIVERSITY**

**SITE SUPERVISOR EVALUATION  
FOR  
Master of Science in Information Management Program**

STUDENT NAME: \_\_\_\_\_

SEMESTER OF EXPERIENTIAL TRAINING: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

SITE SUPERVISOR NAME: \_\_\_\_\_

**To the Site Supervisor:**

*Please evaluate the student intern's performance by completing this form. Your comments, as well as your rating of the student's performance, would be most helpful in providing valuable feedback to the student intern. This evaluation also provides the Faculty Supervisor overseeing the internship, valuable information helpful in determining the student intern's grade for the experience. This evaluation can be reviewed with the student prior to your returning it to the Faculty Supervisor from the School of Information Studies.*

*In an effort to ensure that the learning objectives for the academic program in which the student is enrolled are on target, we would appreciate your feedback. Please evaluate, to the best of your ability, the students' competencies for these learning outcomes. This evaluation tool is also included.*

*We appreciate the time and consideration you have given our student intern.*

1. If you had a vacancy, would you recommend this student for consideration? If yes, for what type of position? If no, why not?

2. Do you have any suggestions for improving the School of Information Studies Experiential Learning Program from your perspective?

3. Would you like to have another School of Information Studies student intern? Y / N \_\_\_\_\_

4. Was the content of this evaluation discussed with the student? Y / N \_\_\_\_\_

*(Please continue on other side)*

Please give a number grade and comments if applicable:

	Poor				Excellent
Ability to analyze problems, assist in providing original solutions, and follow through with implementation plans <i>Comments:</i>	1	2	3	4	5
Ability to grasp essentials, follow instructions, and reach sound conclusions <i>Comments:</i>	1	2	3	4	5
Enthusiasm, curiosity, and creativity; attitude towards work <i>Comments:</i>	1	2	3	4	5
Ability to work on a professional level <i>Comments:</i>	1	2	3	4	5
Quality of work <i>Comments:</i>	1	2	3	4	5
Trustworthiness and reliability <i>Comments:</i>	1	2	3	4	5
Ability to learn from others and take criticism <i>Comments:</i>	1	2	3	4	5
Ability to work independently <i>Comments:</i>	1	2	3	4	5
Ability to work as a team member <i>Comments:</i>	1	2	3	4	5
Ability to work with technical matters <i>Comments:</i>	1	2	3	4	5
Communication Skills					
Verbal	1	2	3	4	5
Written	1	2	3	4	5
<i>Comments:</i>					

Please rate the **Intern's Capabilities** using the following scale:

**S/D** (Strongly Disagree), **D** (Disagree), **A** (Agree), **S** (Strongly Agree), or **N/O** (Not Observed)

<b>Masters of Science in Information Management Learning Objectives</b>		<b>S/D</b>	<b>D</b>	<b>A</b>	<b>SA</b>	<b>N/O</b>
		1.	The student is comfortable in using DFD & ERD as process modeling and data modeling tools			
2.	The student is comfortable in identifying, analyzing and translating business problems into technical solutions					
3.	The student has a good understanding of the Project Management Body of Knowledge (PMBOK) as defined by PMI					
4.	The student can create databases and other structures using SQL					
5.	The student is proficient in using the 3rd Normal form in the relational database model					
6.	The student understands and is confident of his/her ability to explain the OSI Layers					
7.	The student completely understands the design of computer hardware and operating system software					
8.	The student is able to the develop web sites and web-enabled information systems					
9.	The student is confident of critically analyzing a business situation, identifying relevant problems and issues, and recommending appropriate action					
10.	The student is able to define organizational structures and managerial processes that enhance organizational effectiveness					
11.	The student understands basic accounting and financial principles					
12.	The student is comfortable in evaluating IT investment opportunities using tools such as cost-benefit analysis, discounted cash flow analysis, and scoring models.					
13.	The student is confident in his/her ability to make an effective presentation to a group of executives					
14.	The student is confident in his/her ability to write brief and concise executive level reports					
15.	The student is confident in his/her ability to effectively run a meeting					
16.	The student is comfortable in conducting secondary research using publications and vendor databases to locate technical and business information					
17.	Given a set of different technical solutions to solve a business problem; the student is able to identify relevant information and justify his/her choice using factual evidence					

18.	The student is comfortable in a team environment and assuming a leadership position to accomplish team goals					
19.	The student understands the requirements of the leadership roles existing for the IM professional (e.g. CIO, CTO, CKO, etc.)					
20.	The student understands the evolution of the management of information technology in organizations					
21.	The student understands past trends in the evolution of the IT field, and is able to construct plausible scenarios for the future.					
22.	The student understands the economic and social factors that most significantly affect the Information Technology field					
23.	The student has a sound understanding of the regulatory and political forces that affect the IT field					
24.	The student has a good understanding of what is ethical conduct in the IT workplace					
25.	The student is comfortable in identifying business trends and understanding how they relate to the information economy					

**Thank you for participating in our program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date