



Instructions for Internship Supervisor

Thank you for providing this internship opportunity for University of Tennessee students. Your intern has been asked to give these instructions to his/her immediate supervisor. The **Internship Supervisor's Evaluation Form** should be completed by the student's immediate supervisor and discussed with the student prior to completion of his/her assignment.

Please see http://career.utk.edu/pdf/Supervisor_Eval_Form.pdf for our online evaluation. You may use your company evaluation, if preferred. However, the evaluation must be submitted to Career Services, and the student/intern should receive a copy.

SUPERVISOR'S INSTRUCTIONS:

1. Go to the Career Services Web site at <http://career.utk.edu>
2. Click on "Employers"
3. Click on "Recruiting Services"
4. Under "Internships" Click on the link for Supervisor Evaluation Form

Please note:

If you are using your company evaluation instead of our online form, please send to:

ATTN: DeAnna Bonner
The University of Tennessee
Career Services
100 Dunford Hall
915 Volunteer Boulevard
Knoxville, TN 37996-4010

Fax: 865-974-6497
E-mail: dcbonner@utk.edu