**Department of Tourism, Hospitality and Event Management**

**University of Florida**

**AGENCY SUPERVISOR FINAL REPORT**

Student: \_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report: Final on-site supervisor’s Phone: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor: Professor Rachel J.C. Fu Email: racheljuichifu@ufl.edu

Directions: Please complete this mid-term report according to due dates and return to the student to submit online. The report must be discussed with the student and signed by both the student and the Agency Supervisor. The student will provide you with all necessary reports.

AGENCY SUPERVISOR’S COMMENTS  
Student is fulfilling 40 hours per week work obligation. **YES** NO

Student is diligent in completion of work and reports. **YES** NO

Student takes initiative and accepts responsibility. **YES** NO

Student is making normal progress toward successful internship completion.

YES NO

Additional comments/areas that need to be addressed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have discussed the above points with the student and have outlined areas of strength and items for improvement. YES NO

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Agency Supervisor’s Signature Date

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* XX / XX /202X

Student’s Signature Date *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* XX / XX /202X

**Additional comments and suggestions:**