**TO: Agency Intern Supervisor – Use of this Evaluation Form is strictly optional. Some supervisors prefer to prepare a written statement or make a phone or e-mail contact. Any evaluation will be appreciated.**

**INTERNSHIP EVALUATION**

**POLITICAL SCIENCE DEPARTMENT**

**INDIANA UNIVERSITY OF PENNSYLVANIA**

**Please complete this evaluation at the end of the internship.**

**CONFIDENTIAL**

**(For Internal Evaluation of Internship only.)**

**INTERN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATES OF INTERNSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIELD PLACEMENT EVALUATION: Please evaluate the intern on the following points, placing a check () at the place on the scale which you think best describes the student. (Please add other comments, if appropriate.)**

**RELATIONSHIPS WITH CO-WORKERS:**

**How does the student relate to his/her supervisor and co-workers?**

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

**Works very Works well Satisfactory Unsatisfactory**

**with others with others interactions interactions**

 **with others with others**

**ATTITUDE:**

**What is the student’s apparent perspective toward his/her work?**

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

**Is enthusiastic Shows good Shows Shows**

 **interest good interest little interest**

**DEPENDABILITY:**

**How dependable has the student been in carrying out job related assignments?**

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

**Highly dependable Dependable Usually Dependable Not dependable**

**KNOWLEDGE OF JOB:**

**How much supervision does the intern require?**

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

**Requires only Needs little Needs ordinary Needs close and**

**general supervision supervision frequent supervision supervision**

**ATTENDANCE AND PUNCTUALITY:**

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

**Excellent Good attendance Occasionally Poor attendance**

 **-- always on time absent or late or frequently late**

**PRODUCTION:**

**Does the intern meet your organization's standards for quality and quantity of performance?**

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

**Is outstanding Above average Meets expectations Falls below expectations**

**COMMENTS:**

1. **What strengths were evidenced by the student during the internship?**

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

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

1. **How would you describe the student intern’s growth and progress over the course of the internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

1. **What suggestions for improvement would you make?**
2. **List the functions, activities, and projects the intern has been involved with, participated in and/or performed.**

**Activity Skills Required**

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

 **5. Do you have any recommendations or suggestions that might improve the**

 **Internship program for other students who may intern with your agency?**

**6. Do you plan to continue to provide an internship position? Why/why not?**

 **7. Please return this form to: the Internship Coordinator**

**Thank you for your cooperation!**

**We appreciate the service you have provided to IUP.**