

VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Intern Evaluation

To be completed by the Internship Supervisor or Professor

This evaluation is an important element of the student's internship experience. Your honest input will aide the student in personally evaluating and improving his or her skills and abilities, so please feel free to share your comments with the student before submitting this evaluation.

Please return the evaluation at the completion of the internship period to the World Studies internship coordinator by **December 10, 2013**.

You may email, fax, or mail the evaluation to the address below, or give the student a copy in a sealed/signed envelope to hand deliver with the final portfolio to the internship coordinator. Emailed evaluations should be sent from your own email, which will suffice as your electronic signature. Thank you!

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Intern's name: _____ **STUDENT COPY -- FOR INFORMATION ONLY** _____

Supervisor's name: _____ **NOT TO BE USED BY THE FIELD SUPERVISOR**

For Supervisor Copy, Please contact the Internship Coordinator above

Internship Location: _____

City: _____ State: _____

Supervisor's phone number and/or email address: _____

Supervisor's Signature: _____ **Not Applicable** _____

Please feel free to add comments to any section.

1. How would you rate the intern's overall bearing and appearance, including his or her professionalism and ability to relate to others?

_____ Outstanding _____ Above Average _____ Satisfactory _____ Fair _____ Poor

2. How would you rate the intern's work ethic, including attendance, punctuality, dependability and timeliness in completing tasks?

_____ Outstanding _____ Above Average _____ Satisfactory _____ Fair _____ Poor

3. How would you rate the intern's overall work performance, including ability to comply with requirements and responsibilities given, ability to learn, and attention to detail.

_____ Outstanding _____ Above Average _____ Satisfactory _____ Fair _____ Poor

4. Please comment on the intern's strength(s) and limitation(s) in terms of performance in the workplace/classroom.

5. Please comment on the intern's ability to accomplish the goals and objectives you set for him/her at the beginning of the internship.

6. Given the above evaluation of the student's performance, which overall grade would you personally recommend for this student?

A = Outstanding: Student met or exceeded all expectations and responsibilities given.

B = Above Average: Student fulfilled most of the expectations/responsibilities given.

C = Satisfactory: Student complied with many of the expectations/responsibilities, showing much room for improvement.

D = Unsatisfactory: Student fell short of many of the expectations/responsibilities given.

F = Failing: Student failed to meet most of the expectations/responsibilities.

Note: This evaluation, along with the student's completion of the stated course requirements, will be considered in determining the student's final grade. I encourage you to share your thoughts with the student prior to submitting the form, since this can become a valuable part of his or her learning experience. Students will have the option of retrieving this evaluation after final grades are posted, unless you instruct me to keep it private.

Please feel free to add any additional comments you would like to make, including any concerns or suggestions about the VCU World Studies Internship Program in general.