

INTERNSHIP EVALUATION FORM

Intern: Complete the following portion of this form. Give the form to your internship supervisor and ensure that it is completed and returned directly to the Dept. Chair, Department of Public Administration, Tennessee State University by one week before end of semester in which credits are to be received.

Name: _____

Internship Start Date _____ Internship End Date _____

Agency: _____

Internship Supervisor: _____

PART I

Intern Supervisor: Please evaluate the intern's **abilities or performance** during his/her internship in your agency or department, using the scale below (circle one).

5 = outstanding, 4 = above average, 3 = average, 2 = below average, **1 = unsatisfactory**, and NA = not applicable

1. Intern demonstrated punctuality and adhered to work scheduled. [5 = outstanding --> 1 = unsatisfactory]

5 4 3 2 1 NA

2. Completed required or expected number of hours of work.

5 4 3 2 1 NA

3. Completed work assignments accurately and reliably.

5 4 3 2 1 NA

4. Worked well or cooperated with others in carrying out assignments.

5 4 3 2 1 NA

5. Written Communication Skills

5 4 3 2 1 NA

6. Oral Communication Ability

5 4 3 2 1 NA

7. Work motivation and attitude [5 = outstanding --> 1 = unsatisfactory]

5 4 3 2 1 NA

8. Intern's academic preparation or ability to apply learned skills to the internship work environment.

5 4 3 2 1 NA

9. Ability to learn new skills and used them successfully on the job.

5 4 3 2 1 NA

10. Intern's overall performance.

5 4 3 2 1 NA

PART II: *Assess the intern's strengths and areas for growth in the spaces provided below.*

1. Intern's areas of strength (attach additional pages if necessary)

2. Intern's areas of weakness or areas for growth (attach additional pages if necessary)

Supervisor Signature: _____ Date: _____

Supervisor Name: _____ Work Phone: _____

Please return this form upon completion to the individual below (email preferred); evaluation should NOT be returned to the intern. **Rodney Stanley, Dept. Chair** Fax 615-963-7245

Email rstanley1@tnstate.edu Phone 615-963-7241