

INTERNSHIP EVALUATION FORM

Intern: Complete the following portion of this form. Give the form to your internship supervisor and ensure that it is completed by the Friday before Finals week in the semester you are taking internship credits. Your supervisor should email it directly to Dr. Streams, Dept. Chair, Department of Public Administration, Tennessee State University at mstreams@tnstate.edu.

Intern Name _____

Internship Start Date _____ Internship End Date _____

Internship Agency _____

Internship Supervisor _____

Internship Supervisor email _____ phone _____

PART I. Performance rating

Intern Supervisor: Please evaluate the intern's abilities or performance during the internship in your agency or department, using the scale below.

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

1. Intern demonstrated punctuality and adhered to work schedule.

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

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

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

3. Completed work assignments accurately and reliably.

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

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

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

5. Written Communication Skills

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

6. Oral Communication Ability

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

7. Work motivation and attitude

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

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

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

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

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

10. Intern’s overall performance.

5 (Outstanding) 4 3 2 1 (Unsatisfactory) NA

PART II. MPA Program Competency Rating

Intern Supervisor: *The following are five competency areas relevant to the MPA program at Tennessee State University. The unique nature of each internship means that only some or even one of these may be relevant to the work the student intern performed with you. For instance, an internship in the legislature or a government agency may be closely related to (2), while an internship in a human services nonprofit might not be relevant to (2). Interns are not expected to have demonstrated all of these during a single internship. Please score the intern’s competency as demonstrated during the internship on those competencies which you deem relevant to the work they have performed during their internship.*

	Exemplary (5)	Proficient (4)	Competent (3)	Advanced Beginner (2)	Novice (1)	Not applicable
1. Each MPA graduate will be competent to lead and manage in the public interest						
2. Each MPA graduate will be competent to participate in, and contribute to, the policy process						
3. Each MPA graduate will be competent to analyze, synthesize, think critically, solve problems and make evidence-informed decisions in a complex and dynamic environment						
4. Each MPA graduate will be competent to articulate, apply, and advance a public service perspective						
5. Each MPA graduate will be competent to communicate and interact productively and in culturally responsive ways with a diverse and changing workforce and society at large						

PART III. Strengths and areas for growth

Intern Supervisor: *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 areas for growth (attach additional pages if necessary)

Supervisor Signature _____ **Date** _____

Please return this form upon completion to the individual below via email; please note evaluation should NOT be returned to the intern. Thank you!

Dr. Meg Streams, Dept. Chair, TSU Dept. Of Public Administration
email mstreams@tnstate.edu; phone 615-963-7241