FINAL
Intern Evaluation Form

As the intern sponsor for this student, please evaluate the student's performance in the following areas by selecting the appropriate box to indicate whether the performance was Exemplary, Good, Acceptable, or Needs Improvement. If the internship did not require the student to utilize a particular skill or ability listed below, please select the "Not Observed" response.

Intern Name: _____

Course Number: _____

Faculty Coordinator: _____

Workplace Site: _____

Total Hours Completed: _____

External Supervisor: _____

1. The student's professional image (dress, etc.).

   Exemplary Good Acceptable Needs Improvement Not Observed

2. The student's observance of work hours.

   Exemplary Good Acceptable Needs Improvement Not Observed

3. The student's meeting deadlines.

   Exemplary Good Acceptable Needs Improvement Not Observed

4. The student's planning and organization.

   Exemplary Good Acceptable Needs Improvement Not Observed

5. The student's quality of work.

   Exemplary Good Acceptable Needs Improvement Not Observed

6. The student's effective use of time.

   Exemplary Good Acceptable Needs Improvement Not Observed

7. The student's volume of acceptable work.

Exemplary Good Acceptable Needs Improvement Not Observed

8. The student's ability to accept responsibility.

Exemplary Good Acceptable Needs Improvement Not Observed

9. The student's initiative.

Exemplary Good Acceptable Needs Improvement Not Observed

10. The student's presentation before groups.

Exemplary Good Acceptable Needs Improvement Not Observed

11. The student's work judgments.

Exemplary Good Acceptable Needs Improvement Not Observed

12. The student's demonstrated skill in critical thinking and problem solving.

Exemplary Good Acceptable Needs Improvement Not Observed

13. The student's demonstrated ability to communicate effectively in writing.

Exemplary Good Acceptable Needs Improvement Not Observed

14. The student's demonstrated skill in effective oral communication.

Exemplary Good Acceptable Needs Improvement Not Observed

15. The student's demonstrated understanding of key public administration and management concepts related to their internship experience or applied research project.

Exemplary Good Acceptable Needs Improvement Not Observed

16. The student's demonstrated understanding of ethical issues in public administration.

Exemplary Good Acceptable Needs Improvement Not Observed