**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