**Final Evaluation Form for Intern Supervisors**

Thank you for hosting an intern from the Department of Political Science and Public Administration at Jacksonville State University. The learning opportunities presented by this internship would not be possible without your participation. We are requesting the intern’s direct supervisor, the individual that arranged this internship with the faculty member, to complete this form. Please evaluate the student and their work as our semester draws to a close. Your report will be held confidential. Thank you again for your support.

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**Student Name Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Placement/Location Job Title**

1. Overall, how would you assess the intern’s performance this semester?

**Select answer from drop-down list:**

1. Did the intern complete their required duties, tasks, and goals this semester?

**Select answer from drop-down list:**

1. Did the intern demonstrate growth in performing the duties assigned to them during the semester?

**Select answer from drop-down list:**

1. Was the intern an asset to your organization during the semester?

**Select answer from drop-down list:**

1. Please assess the intern in these areas by checking the appropriate box and typing any comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Satisfactory** | **Unsatisfactory** | **Poor** | **Comments** |
| **Personal Qualities:** |  |  |  |  |  |  |
| Responsibility |  |  |  |  |  | Type any comments here |
| Self-management |  |  |  |  |  | Type any comments here |
| Dependability |  |  |  |  |  | Type any comments here |
| Professionalism |  |  |  |  |  | Type any comments here |
| Integrity & honesty |  |  |  |  |  | Type any comments here |
|  |  |  |  |  |  |  |
| **Intern Related Preparation:** |  |  |  |  |  |  |
| Ability to communicate classroom knowledge to work related tasks |  |  |  |  |  | Type any comments here |
| Ability to utilize classroom knowledge to perform job duties |  |  |  |  |  | Type any comments here |
|  |  |  |  |  |  |  |
| **Interpersonal:** |  |  |  |  |  |  |
| Participates as a team member |  |  |  |  |  | Type any comments here |
| Teaches others new skills |  |  |  |  |  | Type any comments here |
| Serves clients/constitutes |  |  |  |  |  | Type any comments here |
| Exercises leadership |  |  |  |  |  | Type any comments here |
|  |  |  |  |  |  |  |
| **Information:** |  |  |  |  |  |  |
| Acquires and evaluates information |  |  |  |  |  | Type any comments here |
| Interprets and communicates information |  |  |  |  |  | Type any comments here |
|  |  |  |  |  |  |  |
| **Problem solving skills:** |  |  |  |  |  |  |
| Creative thinking |  |  |  |  |  | Type any comments here |
| Decision making |  |  |  |  |  | Type any comments here |
| Issue resolution |  |  |  |  |  | Type any comments here |
| Knowing how to learn |  |  |  |  |  | Type any comments here |

1. Do you think the intern was adequately prepared for their internship duties?

**Select answer from drop-down list:**

1. Would you consider hiring another JSU student to intern in the future?

**Select answer from drop-down list:**

1. Have you hired this intern for a full-time/permanent position with your company/organization?

**Select answer from drop-down list:**

1. If you have not hired this intern for a full-time/permanent position with your company/organization, would you be willing to do so?

**Select answer from drop-down list:**

1. If you answered no to the previous question, please explain your answer below:

|  |
| --- |
|  |

1. Do you think you received adequate information and resources from the professor at Jacksonville State University to supervise this internship and intern during the semester?

**Select answer from drop-down list:**

1. If you answered no to the previous question, please explain your answer below:

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| --- |
|  |

Please use the space below to provide additional information you want to share about this student’s work (either positive or negative). In addition, please share any ideas you have to improve the internship program. Please write as much feedback as you want, as this textbox can be extended onto the next page:

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**Supervisor’s Name (Printed) Date**

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**Supervisors Name (Signed)**