**Mid-Semester 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 so we can assess how well the internship is going at its midpoint. Your report will be held confidential.

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**Student Name Date**

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**Internship Placement/Location Job Title**

1. Overall, how would you assess this intern’s performance thus far?

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

1. Is the intern keeping scheduled hours, meeting deadlines, and completing their job duties?

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

1. Does the intern conduct themselves professionally in interactions with staff/clients/constituents?

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

1. Does the intern display knowledge and skills for the duties they are responsible for?

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

1. Is the intern communicating with staff/supervisors when they have questions or need assistance?

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

Please use the space below to provide additional information you want to share about this student’s work (either positive or negative). Please including any problems that the internship coordinator should be aware of. 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)**