

INR 4943  
International Studies Internship Program  
Site Supervisor Evaluation Form

Name of Student: \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor/Evaluator: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Beginning and Ending Dates of Internship: \_\_\_\_\_

*The final evaluation should be shared with the student. Your discussion of the evaluation with the student is an opportunity to enhance the student's personal and professional growth, based upon the feedback.*

***As a guideline, the following categories have been established:***

- OUTSTANDING -- *Indicates exceptional achievement*
- VERY GOOD -- *Indicates extensive achievement*
- SATISFACTORY -- *Indicates acceptable achievement*
- NEEDS IMPROVEMENT -- *Indicates minimal achievement*
- NOT APPLICABLE

**I. PROFESSIONAL PERFORMANCE**

Please comment on any or all of the following:

- \_\_\_\_\_ Able to establish work goals
- \_\_\_\_\_ Successful in achieving goals and planning work to be accomplished
- \_\_\_\_\_ Displays ability to organize responsibilities
- \_\_\_\_\_ Possesses skills commensurate with academic level
- \_\_\_\_\_ Demonstrates objectivity regarding own performance and quality of work
- \_\_\_\_\_ Displays capacity to motivate others
- \_\_\_\_\_ Demonstrates ability to actively listen and communicate ideas
- \_\_\_\_\_ Strives for quality in written expression
- \_\_\_\_\_ Other: \_\_\_\_\_

**II. PROFESSIONAL KNOWLEDGE**

Please comment on any or all of the following:

- \_\_\_\_\_ Displays ability to integrate conceptual knowledge and professionally related skills
- \_\_\_\_\_ Displays knowledge and understanding of program principles and methods
- \_\_\_\_\_ Demonstrates ability to apply knowledge in a practical manner
- \_\_\_\_\_ Demonstrates ability to think independently
- \_\_\_\_\_ Possesses a wide variety of interests
- \_\_\_\_\_ Displays expanding scope of interests and willingness to learn
- \_\_\_\_\_ Other: \_\_\_\_\_

**Internship Evaluation Form (Continued)**

**III. PROFESSIONAL PERSONALITY**

Please comment on any or all of the following:

- \_\_\_\_\_ Displays enthusiasm
- \_\_\_\_\_ Exhibits pleasant, tasteful personal appearance
- \_\_\_\_\_ Is courteous and tactful
- \_\_\_\_\_ Exhibits professional voice quality, speech presentation, tone and inflection
- \_\_\_\_\_ Displays mature judgment
- \_\_\_\_\_ Consistent and fair with interpersonal relationships in the workplace
- \_\_\_\_\_ Demonstrates flexibility
- \_\_\_\_\_ Other: \_\_\_\_\_

**IV. PROFESSIONAL ATTITUDE**

Please comment on any or all of the following:

- \_\_\_\_\_ Displays initiative and imagination
- \_\_\_\_\_ Displays zeal for the profession
- \_\_\_\_\_ Accepts assignments willingly
- \_\_\_\_\_ Upholds departmental policies
- \_\_\_\_\_ Demonstrates positive relationships with organization's staff members
- \_\_\_\_\_ Accepts suggestions, direction and critical evaluation
- \_\_\_\_\_ Offers opinions and suggestions at appropriate times/place
- \_\_\_\_\_ Other: \_\_\_\_\_

**COMMENTS**

*Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach a sheet or use the back of this form.*

If student is given feedback:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_