

INTERN EVALUATION FORM

INSTRUCTIONS.

This evaluation form is to be completed by the supervisor at the end of the semester. The purpose of this evaluation is to assess the overall performance of the intern and to provide guidance to the intern in terms of professionalism and workplace readiness. The evaluation should be made as if the intern were a new employee at your agency/company. Your response will inform the student's final grade. Your feedback is greatly appreciated—please use as much space as you wish, attaching pages as necessary.

Intern's Name _____ Semester/Term _____

Organization _____

Name and Title of Supervisor _____

POSITION DESCRIPTION.

Please provide a brief description of the intern's primary duties and responsibilities. Please indicate if there was a need to change duties for any reason over the course of the semester.

OVERALL RATING.

Please rate the overall performance of the intern using the following scale:

1 – Outstanding 2 – Above Average 3 – Fair 4 – Needs Improvement 5. – Poor

PERFORMANCE INDICATORS.

Please assign a numerical mark for each indicator using the same scale as above.

- | | |
|------------------------------------|-----------------------------------|
| 1. _____ Attendance | 7. _____ Judgment |
| 2. _____ Punctuality | 8. _____ Written expression |
| 3. _____ Ability to solve problems | 9. _____ Oral expression |
| 4. _____ Diligence | 10. _____ Planning assigned tasks |
| 5. _____ Accuracy of work | 11. _____ Growth potential |
| 6. _____ Creativity | 12. _____ Professional attitude |

INTERN'S STRENGTHS AND WEAKNESSES.

Please remark candidly on the intern's main strengths and weaknesses in carrying out her/his responsibilities. In which aspects of the internship did s/he excel? How can s/he improve his/her performance?

ADDITIONAL COMMENTS.

Please feel free to comment on any other aspect of the intern's performance and to make suggestions/recommendations to the Geography Internship Coordinator.

SIGNATURE.

Please sign and date your evaluation here.

Signature _____

Printed Name _____

Date _____

Please return this evaluation form via email to Dr. Caroline Nagel (Internship Program Coordinator, Department of Geography, UofSC), cnagel@mailbox.sc.edu