To the Internship Supervisor: Please use this form to evaluate the intern’s performance in your organization. Your responses will be considered not only in determining the student’s grade, but also as a learning experience for the student and to insure quality internships.

I. Use the following ratings:

5 = Outstanding  
4 = Good  
3 = Satisfactory  
2 = Poor  
1 = Not applicable/no opportunity to observe

____ Attendance and punctuality  
____ Motivation  
____ Ability to work effectively with others  
____ Ability to work effectively with minimal supervision  
____ Oral communication skills  
____ Writing skills  
____ Able to demonstrate initiative when appropriate and refrain from initiative when inappropriate  
____ Resourcefulness  
____ Ability to complete assignments by or before deadlines  
____ Overall efficiency in work habits  
____ Overall reliability and dependability

II. Generally, how competent has the intern been in performing assigned tasks? (check one)

____ Highly competent  
____ Competent  
____ Not very competent  
____ Not competent at all

Comments:
Individual Studies Program  
University of Maryland  
Intern Evaluation Form

III. Which of the following statements best describes the contributions the intern has made to the work of your staff?

___ The work has consistently been high quality and useful  
___ The contribution has been satisfactory  
___ The intern neither contributed nor detracted from staff effectiveness  
___ The cost of having this intern outweighed the benefits

IV. What do you consider to be the intern's strengths?

V. What do you consider to be the intern’s chief challenges/needed areas of growth?

VI. Any other comments?

____________________________  

Site Supervisor's signature  
Date

Please mail, fax, or email this assessment to:

Joan Burton, Ph.D.  
Director, Individual Studies Program  
3103 Susquehanna Hall  
University of Maryland  
College Park, MD 20742  
Fax: (301) 314-0941 or Email: jburton1@umd.edu

Thank you for your supervision of this intern. Your willingness to work with students in the Individual Studies Program is greatly appreciated!

IVSP 10.9.11