

## SITE SUPERVISOR EVALUATION OF INTERNSHIP STUDENT

The original of this evaluation will be placed in the intern's file at Georgetown College Internship office. A copy of the evaluation will be sent to the intern. The supervisor is encouraged to attach a letter of reference concerning the intern's performance to provide additional information.

Name of the Intern: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

This internship started on (date) \_\_\_\_\_ and was completed on (date) \_\_\_\_\_

at (location) \_\_\_\_\_

Please give a brief summary of the internship:

Evaluation of **personal qualities** of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under that level that represents the intern's performance.

	N/A	Poor	Average	Good	Excellent	Comments
Ability to adapt to a variety of tasks						
Decision making; judgment; setting priorities						
Persistence to complete tasks						
Reliability and dependability						
Enthusiasm for the experience						
Willingness to ask for and use guidance						
Ability to cope in stressful situations						

**Professional abilities** related to profession. Select **one** evaluation level for each.

	<b>N/A</b>	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Comments</b>
Ability to organize, classify, and deliver information effectively						
Ability to plan with and work cooperatively with others						
Ability to create and communicate possible solutions to problems						
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field						

Additional comments:

Signature of Supervisor and date of evaluation:

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The supervisor is encouraged to discuss this evaluation with the intern before sending the evaluation to Georgetown College. The intern will receive a copy of this evaluation **if** he or she provides a complete address below, indicating where the copy can be sent approximately six weeks following the completion of the internship:

Intern's Name:

Future Address and Zip:

Completed evaluations should be sent to:

**GEORGETOWN COLLEGE INTERNSHIP PROGRAM**  
 400 East College Street, Georgetown, KY 40324-1696 502-863-7094 Fax 502-868-7750