

# J-1 STUDENT INTERN EVALUATION SAMPLE

MICHIGAN STATE  
UNIVERSITY

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- ✓ Regulations require that hosts must develop procedures for evaluating all student interns.
- ✓ Regulations require that the student intern and his or her immediate supervisor sign the evaluation form(s).
- ✓ Number of evaluations to be administered:
  - All programs require a concluding evaluation
  - For programs 6 months or more, at least two evaluations are required; one at the midpoint and one at the conclusion.
- ✓ Evaluations are to be completed before the internship program ends and submitted to OISS no later than 15 days after the intern's program end date.
- ✓ This is a sample only: departments are not required to use this evaluation format.

## INTERN INFORMATION:

Surname:	Given Name(s):		
SEVIS ID #: N	PID #: A/Z		
Supervisor's Name:	Supervisor's Department:		
Internship Start Date: ___/___/___	End Date: ___/___/___	Total Hours Worked:	
Describe Student Intern's Daily Responsibilities:			

## NUMERICAL ASSESSMENT OF SKILLS:

4 = Exceptional    3 = Average    2 = Limited/Minimal    1 = Lacks Skill    N/A = Not Applicable

Communication/Interpersonal Skills (Oral and Written): \_\_\_\_\_

Problem Solving/Decision Making Skills: \_\_\_\_\_

Organizational Skills/Time Management: \_\_\_\_\_

Technical Skills: \_\_\_\_\_

Initiative/Leadership: \_\_\_\_\_

Attitude/Professionalism: \_\_\_\_\_

Willingness to ask for help and receive guidance: \_\_\_\_\_

Overall development and progress throughout program: \_\_\_\_\_

Overall Performance: \_\_\_\_\_

**QUALITATIVE ASSESSMENT OF SKILLS:**

**Has the student intern successfully completed the objectives of the internship program?**

**What would you recommend this student intern do to make him or her better prepared for the workplace (courses, activities, skill, etc.)?**

**Additional Comments:**

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Student Intern