

POSC 464 Internship Evaluation Form

University of Delaware

Political Science Internship

During the past semester, you have sponsored an undergraduate student who has been enrolled in an internship for academic credit. We ask that you complete this form, or write your own letter on company letterhead evaluating your intern's performance during his or her internship experience. Thank you.

Intern's Name: _____

Supervisor's Name: _____

Company or Organization: _____

Telephone Number: _____

Email Address: _____

How many hours did this intern spend at his or her internship? _____

Please evaluate the following statements by checking the appropriate box. Thank you.

	Strongly Agree 1	2	3	4	Strongly Disagree 5	N/A
The student demonstrated excellent written communication skills.						
The student demonstrated excellent oral communication skills.						
The student was prompt in arriving at work on time.						
The student dressed appropriately for the job.						
The student sought and accepted direction in performing job responsibilities.						
The student worked well with other employees in the office.						
The student interacted well with clients or with the public.						
I would consider hiring this person full-time, or write a letter of recommendation for the student in his/her pursuit of the position.						

Should we share this evaluation with the student? Yes No

Please provide additional comments or assessments, if necessary, on the back of this page. Thank you.

Supervisor's Signature: _____ Date: _____

Please fax to Director of Internships at 302-831-4452, or email to Barbara Ford barbford@udel.edu

Univ. of Delaware, Department of Political Science and International Relations, 347 Smith Hall, Newark, DE 19716