

EVALUATION OF STUDENT PERFORMANCE
(To be completed by Museum Supervisor)

Please rate the job your student intern did in the areas listed below on a scale of 1 to 5, where 1 represents EXCELLENT and 5 represents POOR. Circle the number that best expresses your opinion. If an area is not applicable please select 6.

Name of Student:

Internship Site:

	Excellent				Poor	N/A
1. Attends scheduled work sessions	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
2. Interacts well with museum colleagues	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
3. Follows directions	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
4. Accomplishes tasks in a timely manner	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
5. Takes initiative	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
6. Exhibits a willingness to learn	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
7. Works in an organized and efficient manner	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
8. Knowledge of academic discipline (anthropology, art history, etc.)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
9. Communication skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
10. Understands museum operations	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Overall performance summary (continue on back if necessary):

Please discuss the evaluation with the intern at the end of the internship period, obtain the intern's signature, and provide one copy each to the intern and to the internship director.

Signature of Museum Supervisor	Position	Date

Student Intern Comments (continue on back if necessary):

I acknowledge receipt of this evaluation and have read it:

Signature of Student Intern

Please return to:
FSU Museum Studies Graduate Certificate Program
530 West Call Street
250 Fine Arts Building
Florida State University
P.O. Box 3061140
Tallahassee, FL 32306-1140