



Office of Student Success Final Internship Evaluation Form

Instructions: This form is to be completed by the field supervisor to provide feedback to the Office of Student Success regarding the performance of the intern that has been working with you. We hope that completing this evaluation form will be an opportunity for the supervisor to provide feedback and suggestions to the intern. **When the form has been completed, it should be placed in a sealed envelope with the supervisor's signature across the seal.** The intern should submit it to the Office of Student Success. Thank you for your partnership and cooperation.

Agency Information

Date: _____

Name of Student Intern: _____

Field Supervisor Name & Title: _____

Agency: _____

Field Supervisor Phone: _____ Email: _____

1. How would you rate the overall performance by the intern? (circle one)
 Excellent Good Average Fair Poor
2. Did the intern perform his/her duties in a responsible manner?
3. Did the intern work well with others?
4. Did the intern exhibit an appropriate level of interest in the activities and functions of your organization?
5. In what ways, and to what extent, was the intern beneficial to your organization?
6. What recommendations would you offer the intern for further professional development?
7. Please share any additional comments about the intern's performance.

Field Supervisor's Signature & Date:

Thank you so much for giving this student intern an opportunity to gain experience with your organization. If you have any questions, please contact the Office of Student Success:

Director – Ms. Shajuana Isom-Payne and Assistant Internship Coordinator - Ms. Claire Meyer (804-827-2791)
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