

PEPPERDINE UNIVERSITY  
School of Public Policy

Supervisor’s Internship Evaluation Report

Thank you again for taking the time to provide this feedback. The internship is one of the key learning opportunities in the MPP experience at Pepperdine and your comments will help make it more beneficial to employers and students in the years to come.

In order for the students to receive full academic credit for their experience, this report **must be received in the Career Services office within four weeks of internship completion**. At your convenience, you may submit this form via email to [janelle.kilson@pepperdine.edu](mailto:janelle.kilson@pepperdine.edu). If you have any questions, please call (310) 506-7488.

Intern Name: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Agency: \_\_\_\_\_ City: \_\_\_\_\_ Intern title: \_\_\_\_\_

Agency Supervisor/ title: \_\_\_\_\_

Supervisor’s email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Internship compensation (if any): \_\_\_\_\_

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*Please attach a letter that addresses the following questions by referring to the duties described in the Internship Agreement.*

1. Did the intern satisfactorily perform the duties expected of him/her? Explain.
2. Did the student complete at least 240 hours of substantive policy-related work during the course of this internship?
3. Please describe in some detail what you feel is the most important contribution of this student to your organization.
4. What, if anything, could we have done to improve your organization’s experience?
5. Looking forward, would you be willing to host another intern next year? What would you change, if anything?
6. Do you have any additional comments you would like to share with fellow students?

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_