

SITE SUPERVISOR EVALUATION OF INTERNSHIP STUDENT

The original of this evaluation will be placed in the intern's file at Georgetown College Internship office. A copy of the evaluation will be sent to the intern. The supervisor is encouraged to attach a letter of reference concerning the intern's performance to provide additional information.

Name of the Intern: _____

Name of the Supervisor: _____

This internship started on (date) _____ and was completed on (date) _____

at (location) _____

Please give a brief summary of the internship:

Evaluation of **personal qualities** of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under that level that represents the intern's performance.

	N/A	Poor	Average	Good	Excellent	Comments
Ability to adapt to a variety of tasks						
Decision making; judgment; setting priorities						
Persistence to complete tasks						
Reliability and dependability						
Enthusiasm for the experience						
Willingness to ask for and use guidance						
Ability to cope in stressful situations						

Professional abilities related to profession. Select **one** evaluation level for each.

	N/A	Poor	Average	Good	Excellent	Comments
Ability to organize, classify, and deliver information effectively						
Ability to plan with and work cooperatively with others						
Ability to create and communicate possible solutions to problems						
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field						

Additional comments:

Signature of Supervisor and date of evaluation:

The supervisor is encouraged to discuss this evaluation with the intern before sending the evaluation to Georgetown College. The intern will receive a copy of this evaluation **if** he or she provides a complete address below, indicating where the copy can be sent approximately six weeks following the completion of the internship:

Intern's Name:

Future Address and Zip:

Completed evaluations should be sent to:

GEORGETOWN COLLEGE INTERNSHIP PROGRAM
400 East College Street, Georgetown, KY 40324-1696 502-863-7094 Fax 502-868-7750