

**Individual Studies Program
University of Maryland
Intern Evaluation Form**

Student: _____

Student Non-UMD Email: _____

Site: _____

Site Supervisor: _____

Supervisor Contact (phone; email) : _____

To the Internship Supervisor: Please use this form to evaluate the intern's performance in your organization. Your responses will be considered not only in determining the student's grade, but also as a learning experience for the student and to insure quality internships.

I. Use the following ratings:

5 = Outstanding

4 = Good

3 = Satisfactory

2 = Poor

1 = Not applicable/no opportunity to observe

___ Attendance and punctuality

___ Motivation

___ Ability to work effectively with others

___ Ability to work effectively with minimal supervision

___ Oral communication skills

___ Writing skills

___ Able to demonstrate initiative when appropriate and refrain from initiative when inappropriate

___ Resourcefulness

___ Ability to complete assignments by or before deadlines

___ Overall efficiency in work habits

___ Overall reliability and dependability

**II. Generally, how competent has the intern been in performing assigned tasks?
(check one)**

___ Highly competent

___ Competent

___ Not very competent

___ Not competent at all

Comments:

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III. Which of the following statements best describes the contributions the intern has made to the work of your staff?

- The work has consistently been high quality and useful
- The contribution has been satisfactory
- The intern neither contributed nor detracted from staff effectiveness
- The cost of having this intern outweighed the benefits

IV. What do you consider to be the intern's strengths?

V. What do you consider to be the intern's chief challenges/needed areas of growth?

VI. Any other comments?

Site Supervisor's signature

Date

Please mail, fax, or email this assessment to:

Joan Burton, Ph.D.
Director, Individual Studies Program
3103 Susquehanna Hall
University of Maryland
College Park, MD 20742
Fax: (301) 314-0941 or Email: jburton1@umd.edu

Thank you for your supervision of this intern. Your willingness to work with students in the Individual Studies Program is greatly appreciated!