

GSC 35000: Academic Internship
Site Supervisor Report

Name of Intern: _____

Name of Agency: _____

Name of Supervisor: _____

The Intern Supervisor should complete this evaluation of the intern, but this is not a sealed report. Ideally, the supervisor should discuss this evaluation with the intern.

Please rate the intern's performance by checking the appropriate box and offer any additional comments on the back of this form. As you rate the student, please use the professional standards of your worksite. The student's grade will be determined by his/her completion of the internship and the quality of the supporting materials that s/he submits to me. This evaluation will not affect the student's grade; it is meant to be an honest assessment to serve as a learning tool for the student.

	Not Observed	Poor	Fair	Good	Excellent	Truly Exceptional
Maintained contact with supervisor						
Punctual for work and appointments						
Reliably performed all job assignments						
Ability to solve problems						
Organization skills						
Communication skills <ul style="list-style-type: none"> • including ability to work well with co-workers, clients, and the public 						
Ability to work independently						
Willingness to learn new tasks						
Eagerness to learn						
Compliance with agency procedures						
Ability to accept constructive criticism						
Professional appearance						
Overall assessment of work quality						

How many hours has the intern completed to date? _____
Any additional comments? (enter below)