

POVERTY, INEQUALITY & SOCIAL JUSTICE MINOR

DEPARTMENT OF HISTORY and THE BLUM CENTER ON POVERTY, INEQUALITY, AND DEMOCRACY

INTERNSHIP FINAL EVALUATION - SUPERVISOR EVALUATION

Please ask your supervisor to fill out the answers below, and then review them together. You are responsible for submitting both the Supervisor Evaluation and Student Evaluation documents to the Minor Internship Coordinator. Please also provide your Supervisor with a copy of your original Learning Agreement, for reference purposes. These evaluation forms should be submitted by the end of the 9th week of the quarter.

STUDENT INFORMATION (TO BE COMPLETED BY THE STUDENT)

Name:

Email:

Internship Site:

Quarter/Year:

Internship start/end date:

NOTE - YOUR SUPERVISOR SHOULD COMPLETE THE REMAINDER OF THIS FORM

SUPERVISOR EVALUATION

Supervisor Name:	Email:
Title:	Was this internship remote, hybrid, or in-person?

How would you describe this intern's skills in the following areas? Please rate 1-5, with 5 (outstanding) and 1 (unsatisfactory).

Attendance (promptness, reliability)	1	2	3	4	5
Adaptability	1	2	3	4	5
Quality of Work	1	2	3	4	5
Relations with Others	1	2	3	4	5
Initiative	1	2	3	4	5
Willingness to Learn	1	2	3	4	5
Willingness to take Direction	1	2	3	4	5
Judgement	1	2	3	4	5
Responsiveness to Feedback	1	2	3	4	5



How often did you provide feedback to the intern about their work? (e.g. weekly, bi-weekly):

[Empty text box for feedback frequency]

Please verify the hours that the student worked at your site:

[Hours/week input box]

Hours/week

Total hours:

[Total hours input box]

Describe areas where the intern demonstrated new skills, knowledge, and strengths (consider learning goals identified at the beginning of the internship in their Learning Agreement):

[Empty text box for describing intern's skills and strengths]

In your view, what are the intern's primary strengths in their current role?:

[Empty text box for primary strengths]

In what ways did the intern's efforts contribute to your organizational goals and/or progress?

[Empty text box for organizational contributions]

Would you have any recommendations for how the intern might improve their work? Do you have any suggestions to improve our internship program more generally?

[Empty text box for recommendations and suggestions]

Have you reviewed these responses with the intern (Y/N)?

Can we contact you about using your quotes to promote our program (Y/N)?

Supervisor Signature
[Sign or PRINT NAME]:

Date:

