Seattle University Public Affairs Program

Internship Supervisor

Intern Work Performance Evaluation

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of supervisor (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor phone or email contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Work performance evaluation

a. Please outline the intern’s primary responsibilities:

b. Please comment on the intern’s overall performance:

c. What do you see as the major strengths the student brought to, or developed during, this internship?

d. What do you see as the student’s major challenges or areas for improvement during this internship?

RELEASE OF INFORMATION: Please initial one:

\_\_\_\_\_ I give my permission for this evaluation to be shared with the student.

\_\_\_\_\_ I do NOT give my permission for this evaluation to be shared with the student.

Thank you very much for your contribution to this student’s education. Please return this form to Noreen Elbert, Internship Coordinator, email: elbertn@seattleu.edu.

If you have any questions, please call (206) 296-6288.