

FINAL INTERN EVALUATION FORM
Arch Dalrymple Department of History at The University of Mississippi

Student Name: _____ **Supervisor Name:** _____

Internship Site: _____

To the intern supervisor: Please complete this form, and give it to the student in a sealed envelope signed across the flap. You are encouraged (but not required) to discuss this evaluation with the student. Supervisors may also choose to fax the completed form directly to Dr. Marchiel at (662) 915-7033. This evaluation will be made available to the student once the student has returned to his or her home campus. More than one item can be checked in each category. You may write additional qualitative comments on the back of this form.

Attitude Towards Work

Very enthusiastic
Positive-willing to work
Shows interest most of the time
Somewhat indifferent
Definitely not interested

Dependability

Completely reliable following instructions
Meets obligations, needs little supervision
Requires careful supervision
Requires frequent follow-up on routine duties
Unreliable even under close supervision

Work Initiative

Recognizes work to be done
Does more than assigned, with direction
Does average amount of assigned work
Sometimes tried to avoid work
Low production, unreliable

Cooperative

Good team worker, well accepted, tactful
Works well with others
Gets along satisfactorily
Has difficulty working with others
Unfriendly, rude, hard to get along with

Quality of Work

Always does neat, accurate work
Usually produces high quality work
Produces acceptable work
Inferior work is common
Does almost no acceptable work

Public Relations

Outstanding relationship with public
Good relationship with public
Satisfactory in communicating with others
Has difficulty in communicating with others
Frequently rude, unfriendly

Adaptability

Reacts very quickly to new situations
Easily learns new duties if given time
Routine worker, needs detailed instruction
Slow to learn and accept new duties

Criticism

Encourages constructive criticism
Accepts constructive criticism well
May become defensive upon receiving criticism
Unable to accept it, takes offense

Overall Performance:

Outstanding Very good Good Average Marginal Unsatisfactory

Did the student meet the time and activity requirements as stipulated in the Internship Agreement?

Yes No

What were the intern's most valuable skills?

Has this evaluation been discussed with the intern? Yes No

Supervisor's Signature: _____ **Date:** _____