



**CCAS 2154 INTERNSHIP PROGRAM**

Internship Supervisor Evaluation

**Summer 2023 Semester**

**Zero-Credit**

Dear Supervisor,

Please submit an evaluation for your student who is interning at your organization for the Summer 2023 semester.

**Please note:** In order for the student to receive a grade for his/her internship, this evaluation must be returned to me (on or before) **Monday, August 21, 2023**.

**Student Name:** \_\_\_\_\_ **GWid#** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

Total Number of Hours Worked: \_\_\_\_\_

Grade of Pass \_\_\_\_\_ No Pass \_\_\_\_\_

On a scale from 1 (poor) to 5 (excellent), please evaluate the student's performance during the internship with respect to the following criteria:

1. Dependability \_\_\_\_\_  
(Comments)

5. Works Effectively with Others \_\_\_\_\_  
(Comments)

2. Work Ethic \_\_\_\_\_  
(Comments)

6. Quantity of Work Produced \_\_\_\_\_  
(Comments)

3. Attendance / Punctuality \_\_\_\_\_  
(Comments)

7. Quality of Work Produced \_\_\_\_\_  
(Comments)

4. Usefulness to the Organization \_\_\_\_\_  
(Comments)

8. Level of Initiative \_\_\_\_\_  
(Comments)

9. Please identify a specific project or situation for which the intern was responsible and comment on his/her performance.
10. Please list an overall recommendation(s) for improvement in the student's performance.
11. From your perspective, was the student's internship a good learning experience for him or her? Yes \_\_\_\_ No \_\_\_\_ (Why?)
12. Overall, was the student's performance satisfactory? Yes \_\_\_\_ No \_\_\_\_ (Why?)
13. Additional Comments or Observations:
14. Have you discussed this evaluation with your student? Yes \_\_\_\_ No \_\_\_\_  
(Do you want this evaluation to be confidential? Yes \_\_\_\_ No \_\_\_\_)
15. Would you be interested in having another GW intern work for you? (Yes \_\_\_\_ No \_\_\_\_)

\_\_\_\_\_  
Signature of Internship Supervisor

\_\_\_\_\_  
Date

Please return this form to:

Michelle Glass/CCAS 2154 Internship Coordinator  
Phillips Hall 107  
Washington, DC 20052  
Phone: (202) 994-6210  
FAX: (202) 994-6213  
**Email: [ccas2154@gwu.edu](mailto:ccas2154@gwu.edu)**