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)

2. Work Ethic ____  (Comments)

3. Attendance / Punctuality ____  (Comments)

4. Usefulness to the Organization ____  (Comments)

5. Works Effectively with Others ____  (Comments)

6. Quantity of Work Produced ____  (Comments)

7. Quality of Work Produced ____  (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