Dear Supervisor,

Please submit an evaluation for your student who is interning at your organization for the Fall 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) Friday, December 15, 2023 by 5:00pm.

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 _____ 5. Works Effectively with Others ______

   (Comments)  

   (Comments)

2. Work Ethic _____ 6. Quantity of Work Produced _____

   (Comments)  

   (Comments)

3. Attendance / Punctuality _____ 7. Quality of Work Produced _____

   (Comments)  

   (Comments)

4. Usefulness to the Organization _____ 8. Level of Initiative _____

   (Comments)  

   (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. Do you feel that it is appropriate for the student to earn academic credit based on his or her performance? Yes _____ No____ (Why?)

13. Overall, was the student’s performance satisfactory? Yes _____ No____ (Why?)

14. Additional Comments or Observations:

15. Have you discussed this evaluation with your student? Yes ____ No____ (Do you want this evaluation to be confidential? Yes ____ No____)

16. Would you be interested in having another GW intern work for you? (Yes ____ No____)