Dear Supervisor,

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

Semester and year: ________________________________

**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