INTERNSHIP EVALUATION FORM
University of San Diego

Please mail, scan and e-mail, or fax evaluation directly to:
Dr. Karen Shelby (kshelby@sandiego.edu)
Internship Academic Advisor
Department of Political Science and International Relations

Name of Intern _______________________________________________________________________

Dates of Internship ____________________________________________________________________

Internship Hours Completed _____________________________________________________________

Name of Sponsoring Organization ________________________________________________________

Name of Person Supervising Internship   ___________________________________________________

Position of Person Supervising Internship __________________________________________________

Signature of Internship Supervisor ________________________________________________________

Thank you for supporting USD’s Political Science and International Relations independent internship program! This evaluation should serve as a commentary on the student's total internship experience. The course grade for students who are earning course credit alongside their internship will be determined in part by your evaluation of their performance. Your evaluation is very important, and we thank you for taking the time to complete it.

Minimum hours requirement: To receive academic credit, this intern should have completed a minimum of 40 hours under your supervision for each unit of credit they have requested. For example, a 3 unit internship requires a minimum of 120 hours of work. Has the student completed the minimum hours requirement?

NO ______(please explain)            YES ______                 MORE THAN REQUIRED ________

Please evaluate the student according to the following criteria. Please circle your response.

Assumes responsibility for assigned tasks  1  2  3  4
Positive attitude toward job    1   2  3  4
Punctuality and dependability   1  2  3  4
Written communication skills   1  2  3  4
Verbal communication skills   1  2  3  4
Takes initiative and seeks challenges 1  2  3  4
Thinks and acts creatively 1  2  3  4
Works well with co-workers 1  2  3  4
Flexible and adapts to new demands 1  2  3  4
Accepts criticism in a constructive manner 1  2  3  4
Can work without specific supervision 1  2  3  4

Please assign a grade to the intern's total performance. An A grade in the internship would mean that this student was an excellent intern in comparison with other interns or employees, a B grade would mean above average, and a C grade would mean an average performance.

A      A-      B+      B      B-      C+      C      C-      Lower than C-

Would you be willing to work with another USD PS/IR intern in the future? _____________

Comments (please continue on the back of this form or on a separate page):

Thank you!