

**James Madison University
Department of English
Internship Provider's Evaluation of Intern**

Intern's Name _____

Evaluator's Name _____

Evaluator's Title _____

Evaluator's Telephone Number _____ **Email** _____

Please evaluate the intern in terms of his or her performance on the job. Your assessment will constitute a major factor in determining the student's grade for the internship.

Briefly describe the major tasks that the student was required to perform.

General Performance

	Poor	Fair	Good	Excellent	Unable to Determine
Attendance					
Punctuality					
Attitude					
Effort					
Ability to follow instructions					
Reliability					
Willingness to accept responsibility					
Initiative					
Organizational					

What particular strengths did the student have?

Are there work habits, communication skills, or job skills that you believe the student needs to develop more fully?

Would you be willing to sponsor another intern in the future? _____

Signature: _____ Date: _____

Do you give permission for the Director of Internships to share this evaluation with the student?

Yes _____ No _____

Signature: _____ Date: _____