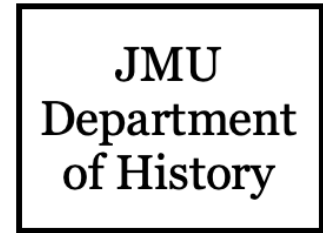


# External Agency or Organization Evaluation of Intern



## Instructions

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

Please save your changes to this form and email it as an attachment to Dr. Andrew Witmer: [witmerad@jmu.edu](mailto:witmerad@jmu.edu)

<b>Intern's name:</b>			
<b>Evaluator's name:</b>		<b>Title:</b>	
<b>Name of organization:</b>			

## General Performance:

Please check the box that best describes the student's general performance. You may elaborate on any of these in the later comments section

	Excellent	Good	Fair	Poor	Unable to Determine
<i>Attendance &amp; punctuality</i>					
<i>Research skills</i>					
<i>Writing skills</i>					
<i>Attitude &amp; Effort</i>					
<i>Ability to follow instructions</i>					
<i>Reliability</i>					
<i>Willingness to accept responsibility</i>					
<i>Initiative</i>					
<i>Organizational ability</i>					
<i>Ability to work with others</i>					
<i>Ability to complete tasks on schedule</i>					
<i>Ability to contribute new ideas</i>					
<i>Interest in the agency or organization</i>					

**Open response questions.** The form will expand as you type, so take as much room as you need. Or you can write out your responses separately and include them when returning this form.

*Please briefly describe the major tasks or projects that the student performed:*

*Are there any particular aspects of the student's performance that you would like to emphasize?*

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

**Overall Performance:**

Based on the intern's overall performance, how would you rate this internship?

Excellent     Very Good     Good     Fair     Poor

**Thank you** for helping this student explore and apply history beyond the classroom.

**Please save your changes to this form and email it as an attachment to Dr. Andrew Witmer: [witmerad@jmu.edu](mailto:witmerad@jmu.edu)**