

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 and return as attachment to Dr. Kevin Borg by email: borgkl@jmu.edu or fax: (540) 568-6556.

Intern's name:			
Evaluator's name:		Title:	
Name of organization:			

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 & punctuality</i>					
<i>Research skills</i>					
<i>Writing skills</i>					
<i>Attitude & 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 and return as an email attachment to Dr. Kevin Borg, borgkl@jmu.edu, or fax it to (540) 568-6556. If you prefer to send a paper copy by mail please send it to:

Dr. Kevin Borg
MSC 2001, 951 Madison Drive
Harrisonburg, VA 22807

(During summer session, please send me an email noting that it is on the way.)