**Internship Provider’s Evaluation of Intern**

**Instructions**

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.

**Please return to Dr. Jen Almjeld at email:** [**almjeljm@jmu.edu**](mailto:almjeljm@jmu.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| **Intern’s name:** | Click here to enter text. | | |
| **Evaluator’s name:** | Click here to enter text. | **Title:** | Click here to enter text. |
| **Name of organization:** | Click here to enter text. | | |

**General Performance**

Please check the box that best describes the student’s general performance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** | **Unable to Determine** |
| Attendance |  |  |  |  |  |
| Punctuality |  |  |  |  |  |
| Attitude |  |  |  |  |  |
| Effort |  |  |  |  |  |
| Ability to follow instructions |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Willingness to accept responsibility |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Organizational ability |  |  |  |  |  |
| Ability to work with others |  |  |  |  |  |
| Ability to complete tasks on schedule |  |  |  |  |  |
| Ability to contribute new ideas |  |  |  |  |  |
| Interest in the agency or organization |  |  |  |  |  |
| Level of improvement |  |  |  |  |  |

**Overall Performance**

Please grade the intern’s overall performance by selecting the appropriate grade.

**A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F**

**Overall Comments**

If you would like to write any specific or summary comments about the intern’s experience with your organization, please do so here:

|  |
| --- |
| Click here to enter text. |

If you would be interested in sponsoring another intern in the future, please indicate so here by checking any of the following that apply:

I am interested in sponsoring an intern during the Fall semesters (**September-December).**

I am interested in sponsoring an intern during the Spring semesters (**January-May**).

I am interested in sponsoring an intern during the Summer semesters (**May-August**).

I am interested in sponsoring more than one intern during a semester.

I am interested in sponsoring an intern every semester.

Other. Please explain:

|  |
| --- |
| Click here to enter text. |

Thank you for sponsoring a WRTC student intern. If you have any questions, please email Dr. Almjeld at [almjeljm@jmu.edu](mailto:almjeljm@jmu.edu).