

Internship Supervisor's Evaluation

Thank you for agreeing to have our Environmental Studies student serve as your intern. If you would be so kind, please take a minute to fill out the following evaluation after the student has completed his or her service. If you have any questions please call me at 415-405-2431 or email me at glenn@sfsu.edu. You may return this form to me by email or regular mail at ENVS Program, 1600 Holloway Ave, San Francisco, CA 94132.

Thank you. Glenn Fieldman, Program Coordinator, Environmental Studies Program, San Francisco State University

Date:

Intern's Name:

Agency Name:

Supervisor's Name:

Please feel free to use a computer to respond to these questions. If you number your responses, you don't need to repeat the questions.

1. Over all, how would you rate the intern's performance?

Outstanding Very good Good Fair Poor

Comments:

2. Please rate the intern and comment on her/his performance relative to the following qualities:

- A. Ability to learn: How quickly and effectively did the intern learn what was required to do the job?

Outstanding Very good Good Fair Poor

Comments:

- B. Initiative and creativity: Did the intern demonstrate initiative and creativity? Was the intern able to develop creative suggestions for approaching the work?

Outstanding Very good Good Fair Poor

Comments:

- C. Reliability, follow through, sense of responsibility: could you count on the intern to follow-through on commitments, complete tasks on time, keep you informed about changes or problems.

Outstanding Very good Good Fair Poor

Comments:

- D. Teamwork, ability to work constructively as a team player: Did the intern demonstrate the ability to work constructively as part of a team?

Outstanding Very good Good Fair Poor

Comments:

3. Do you think the intern made the most of the learning opportunities available in this internship? Did s/he demonstrate initiative in asking questions, seeking out supplementary information, attending meetings, asking for new responsibilities?

Outstanding Very good Good Fair Poor

Comments:

4. What do you think were the most important things that the intern learned from this internship?

5. What were the most important contributions of the intern to the work of your organization?

6. How would you rate the intern's overall qualifications for the job she/he was asked to do? Would s/he be a serious candidate for job openings within your organization? What additional skills, education and/or general qualifications would s/he need in order to be a serious candidate for a job in this field?

7. Finally, we are interested in your assessment of the educational preparation of the intern in the following general areas:

A. General research skills: knowledge of how to organize a research task, how to obtain information

Outstanding Very good Good Fair Poor

Comments:

B. General analytic skills: knowledge of how to organize and analyze information

Outstanding Very good Good Fair Poor

Comments:

C. General presentation skills: writing, speaking, graphic

Outstanding Very good Good Fair Poor

Comments:

D. Specific knowledge of the substantive area within which your organization is working

Outstanding Very good Good Fair Poor

Comments:

E. Are there any areas where you think the intern's educational preparation should be strengthened?

8. If you were asked to assign a letter grade to this intern, what would it be? If you have had experience with other interns, how would you rate this intern relative to others?

Have you discussed this evaluation with the intern? Yes No
May I show this to him/her? Yes No

Thank you.