

MID-TERM EVALUATION

FINAL EVALUATION

ON-SITE SUPERVISOR INTERN EVALUATION FORM

Save and Return Completed Form via Email to:

UAB FACULTY MEMBER NAME

EMAIL

Department of Art & Art History
1221 10th Avenue South, AEIVA 211
Birmingham, AL 35294-1264

Tel: 205.934.4991
Fax: 205.975.2836

is an intern under my supervision.

UAB STUDENT

Please provide an evaluation of the intern's performance.

1. ASSESS: Below are listed several aspects that we believe are important to the successful completion of the internship experience. Please evaluate the intern on each of these aspects. Enter the appropriate response in the box. Yes = Y // No = N // Not Applicable = NA
Please add any additional comments explaining your response if necessary.

Y/N/NA **This Intern:** **Comments**

is punctual

can work independently

is dependable

is creative/innovative

is responsible

interacts easily with peers
and supervisors

shows initiative

can easily express ideas

dresses appropriately

2. GRADE. If you were grading this intern what letter grade would you give them for the term? Enter the letter in the box to the right.
A=Excellent, B=Very Good, C=Average, D=Poor, F=Inadequate

Enter
Grade
Here: ⇒

3. STRENGTHS AND WEAKNESSES.

Relative to the tasks assigned, what were the intern's strengths and weaknesses?

4. SKILLS. Based on your experience with the intern, do you believe the intern is developing the basic skills, understanding and motivation to pursue a successful career in the field?

YES **NO** *(choose one) Elaborate more in the text box below if necessary.*

5. CONFIDENCE. If you had a full-time position open in your organization, would you consider the intern a likely candidate for that position? *(This is not a commitment of a position for the intern)*

YES **NO** *(choose one)*

6. PROJECTS. List or describe the assignments and responsibilities given to the intern. Note performance if appropriate.

YOUR NAME AND CONTACT INFO:

Supervisor:

Title:

Company/Organization:

Street Address:

City:

State:

Zip:

Office Phone:

Email:

SUBMIT

Save and email this form to the faculty member listed at the top of the first page.