

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

FINAL INTERN EVALUATION

Intern Name: _____

Organization: _____

Date: _____

This feedback form should be completed at the completion of the student's internship.

- Instructions:
1. The Intern is to complete the following Evaluation Table
 2. The Supervisor should the complete the Evaluation Table
 3. The Supervisor should also provide additional comments in the "Written Feedback" section of this form (Page 2)
 4. The Intern and Supervisor will meet to discuss the individual ratings and reach a "Mutually Agreed" score
 5. Email completed form to:
 Dr. Wesemann
 Public Administration and Policy Analysis
 Southern Illinois University Edwardsville
 Email: awesema@siue.edu

Questions may be directed to Dr. Wesemann at (618) 650-3762 or awesema@siue.edu.

Evaluation Table: Please rate the intern for each element using the following scale:

A= Superior B = Above Average C = Average D = Below Average
 E = Unsatisfactory N/A = Not Applicable

| Element to be Rated | Intern Rating | Supervisor Rating | Mutually Agreed |
|---|---------------|-------------------|-----------------|
| 1. General performance of assignments (e.g. quality, neatness, and accuracy) | | | |
| 2. Ability to deal with customers, clients, or citizens served | | | |
| 3. Acceptance of responsibility | | | |
| 4. Receptive to constructive criticism | | | |
| 5. Seeks advice on current assignments when appropriate | | | |
| 6. Attempts to facilitate solutions to problems | | | |
| 7. Proficient in oral communications | | | |
| 8. Proficient in written communications | | | |
| 9. Maintains confidentiality | | | |
| 10. Ability to adapt to organization's environment (e.g. cooperative and co-worker relationships) | | | |
| 11. Works well with others (e.g. supports others and works as a member of the team) | | | |
| 12. Demonstrates productive work habits (e.g. reliability and follow through) | | | |
| 13. Punctual and works the agreed upon schedule | | | |
| 14. Exhibits a positive attitude | | | |
| 15. Demonstrates initiative | | | |
| 16. Exhibits behaviors appropriate with the role of a public administrator | | | |
| 17. Exhibits a grasp of public management concepts and the ability to apply those concepts within the political environment of the organization | | | |

Written Feedback: Please provide comments in regard to the following questions:

1. What areas need additional attention or improvement?

2. Do you have any concerns that should be addressed?

3. Do you have any advice for improving the internship experience or additional comments?

Intern Signature: _____

Intern Printed Name: _____

Supervisor Signature: _____

Supervisor Printed Name: _____