

HISTORY INTERNSHIP PROGRAM
STUDENT INTERN EVALUATION

Name of Intern _____

I agree to waive my right to see this evaluation. _____

I do not agree to waive my right to see this evaluation. _____

Signature of Intern _____ Date: _____

Name of Supervisor _____

Title/Position _____

Institution/Museum/Agency _____

Phone Number or Email address _____

(1) Please evaluate your intern on the items listed below:

	Superior	Very Good	Average	Below Average
Performance on specific assignments	_____	_____	_____	_____
Motivation	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____
Willingness to learn	_____	_____	_____	_____
Responsiveness to constructive criticism	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____
Attendance	_____	_____	_____	_____

(2) Students will receive a letter grade for the course associated with this internship. That grade will be determined partly upon the amount of hours worked, the quality of their written work, and the evaluation of their Supervisor. Based upon the categories listed above, please circle the following that best applies to the student.

- Superior
- Excellent
- Good
- Average
- Below Expectations
- Unsatisfactory

(3) Please attach a formal letter of evaluation to this sheet. Use official letterhead if possible. One page is sufficient. Please limit comments to two pages at most.

Signature of Supervisor

Please return to: William D. Carrigan, Department of History, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028. **Your time and effort in evaluating this intern is very much appreciated.**