

School of International Affairs

The Pennsylvania State University

INTAF 595: Internship

Site Supervisor Evaluation Form

Name of Student: _____ Date _____

Site Supervisor/Evaluator: _____

Organization Name: _____

Beginning and Ending Dates of Internship: _____

The final evaluation should be shared with the student. Your discussion of the evaluation with the student is an opportunity to enhance the student's personal and professional growth, based upon the feedback.

Please use the following numerical scale in assessing the performance of the intern on the metrics listed below. Please leave blank if not applicable:

- (4) OUTSTANDING
- (3) VERY GOOD
- (2) SATISFACTORY
- (1) NEEDS IMPROVEMENT

I. PROFESSIONAL PERFORMANCE

_____ Able to establish work goals
_____ Successful in achieving goals and planning work to be accomplished
_____ Displays ability to organize responsibilities
_____ Possesses skills commensurate with academic level
_____ Demonstrates ability to actively listen and communicate ideas
_____ Writes effectively and professionally
_____ Effective in oral presentations

II. PROFESSIONAL KNOWLEDGE

_____ Displays ability to integrate conceptual knowledge and professionally related skills
_____ Displays knowledge and understanding of program principles and methods
_____ Demonstrates ability to apply knowledge in a practical manner
_____ Demonstrates ability to think independently

SIA Internship Evaluation Form (Continued)

III. PROFESSIONAL PERSONALITY

_____ Is courteous and tactful
_____ Displays mature judgment
_____ Consistent and fair with interpersonal relationships in the workplace
_____ Demonstrates flexibility

IV. PROFESSIONAL ATTITUDE

_____ Displays initiative
_____ Accepts assignments willingly
_____ Demonstrates positive relationships with organization's staff members
_____ Accepts suggestions, direction and critical evaluation
_____ Offers opinions and suggestions at appropriate times/place

COMMENTS

Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach a sheet or use the back of this form.

If student is given feedback

Student's Signature _____ Date _____

Site Supervisor's Signature _____ Date _____

Please return to Grant Littke, Director of Career Services, School of International Affairs. Return as a scanned copy by e-mail to careers@sia.psu.edu, by fax to 814-867-2800, or by postal mail to 122B Lewis Katz Building, University Park, PA 16802 USA.