

Evaluation Form: To be completed by Agency Supervisor
DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE

Student Intern _____

Participating Office _____

Supervising Agency Professional _____

Address _____

Phone _____

E-mail _____

Dates of Internship _____

Date This Form Completed _____

CHECK APPROPRIATE BOX	Excellent	Above Average	Average	Below Average	Poor
Dependable					
Arrives to Work on Time					
Ability to Follow Instructions					
Attitude Toward Supervision					
Attitude Toward Assignments					
Quality of Work					
Maintains a Professional Appearance					
Ability to Work with Others					
Guards Client Confidentiality					
Establishes Pleasant Working Relationships					
Communicates Effectively with Clients					
Communicates Effectively with Colleagues					
Demonstrates Consistently Good Writing Skills					
Accepts Criticism & Suggestions for Improvement					
Completes Assignments on Time					
Requests Help when Needed					
Computer Skills					
Shows Initiative (Works Beyond Minimum)					
Produces Quality Work (e.g., Accurate, Thorough)					
Produces a Sufficient Volume of Work					
Demonstrates Good Decision-Making					
Solves problems without Assistance					
OVERALL RATING					

Comments:

What are the Intern's greatest strengths? _____

What traits, skills or subject areas are most in need of improvement? _____

Additional Comments: _____

Overall Evaluation of Intern:

Excellent Above Average Fair/Average Below Average Poor

Signature of Intern Supervisor: _____ Date: _____

Signature of Student Intern: _____ Date: _____

Are you interested in a student intern in the future? Yes No

Please Return Completed Evaluation To:

Prof. Caroline Braden, Coordinator of Undergraduate Programs
Department of Political Science and Criminal Justice
Office : Landrum 127,
Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

If you have any questions or comments, feel free to contact Prof. Caroline Braden, Coordinator of Undergraduate Programs, at 859.572.1961 or via email at bradenc@nku.edu Fax number is 859.572.6184