



## 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](mailto:awesema@siue.edu)

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

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

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

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Intern Signature:

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Intern Printed Name:

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Supervisor Signature:

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Supervisor Printed Name:

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