



Monthly Intern Evaluation

Due by the 15th of each month

Intern Name: _____

Organization: _____

Date: _____

Instructions: This feedback should be completed on a monthly basis throughout the student's internship. This form is due to the Department of Public Administration and Policy Analysis by the 15th of each month. Please complete the "Evaluation Table" and provide comments in the "Written Feedback" section. Once completed please email this 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	Rating
1. General performance of assignments (e.g. quality, neatness, and accuracy)	
2. Acceptance of responsibility	
3. Seeks advice on current assignments when appropriate	
4. Maintains confidentiality	
5. Ability to adapt to organization's environment (e.g. cooperative and co-worker relationships)	
6. Works well with others (e.g. supports others and works as a member of the team)	
7. Demonstrates productive work habits (e.g. reliability and follow through)	
8. Punctual and works the agreed upon schedule	
9. Exhibits behaviors appropriate with the role of a public administrator	
10. Exhibits a grasp of public management concepts and the ability to apply those concepts within the political environment of the organization	

EVALUATION CONTINUED ON NEXT PAGE

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?

Supervisor Signature: _____

Supervisor Printed Name: _____