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| PU_signature_black | Professional Writing Program**Final Internship Evaluation** |

Instructions: *Please complete the following evaluation of your intern. If you feel comfortable, you may share your evaluation with the student. If not, please return the evaluation directly to Jennifer Bay by* ***May 1, 2013.***

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| Name of Intern: |
| Placement Site: |
| Areas of Assessment | **Excellent** | **Acceptable** | **Substandard** | Comments/Examples |
| Showed visible improvement in skills over time |  |  |  |  |
| Worked effectively with supervisor and other team members |  |  |  |  |
| Produced quality work |  |  |  |  |
| Managed time efficiently |  |  |  |  |
| Displayed initiative |  |  |  |  |
| Communicated effectively |  |  |  |  |
| 1. Do you feel the intern was prepared for this internship? |
| 2. What aspects of the intern’s performance were most positive? |
| 3. What aspects of the intern’s performance needed improvement? |
| 4. Were there major changes in the project from what was originally agreed upon in the internship work agreement? (If yes, please explain) |
| 5. Has the intern successfully completed the objectives outlined in the work agreement? |
| 6. Would you be interested in sponsoring interns again? If yes, what period of time? Fall Spring Summer |
| 7. Would you recommend internship sponsorship to other companies/agencies?Yes No |
| 8. Any additional comments? |

Please return this evaluation through your intern, fax, email, or mail by **May 1, 2013** to Jennifer Bay, Purdue University, Department of English, 500 Oval Drive, West Lafayette, IN 47907-2038. This document is available online: <http://web.ics.purdue.edu/~jbay/intern/forms.html>. Email: jbay@purdue.edu; fax: 765-494-3780. And thank you for completing this evaluation!

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**Supervisor’s Signature Date**

 **(digital or handwritten)**