

**Intern Evaluation
Host/Supervisor
First Evaluation Period**

STUDENT/ INTERN NAME: _____

Evaluation for period from _____ to _____ Total hours worked during this period: _____

EMPLOYER/ HOST ORGANIZATION: _____

Name & Position of Supervisor completing this Evaluation: _____

Phone Number: _____ E-mail address: _____

Signed: _____ Date: _____

INTERNSHIP EVALUATION:

1. Please list the principal activities your intern performed during the first evaluation period of this placement:
 - A. _____
 - B. _____
 - C. _____
 - D. _____

2. Please check the extent to which your intern:

	excellent	good	average	poor	n/a*
is meeting your expectations					
completes assigned tasks					
has adapted to their environment					
has grown since the beginning of the internship					
functions as an independent learner					
functions as a responsible team member					
demonstrates initiative					
demonstrates effective oral communication					
communicates effectively in writing					
demonstrates leadership abilities					
asks relevant questions					
thinks analytically					
synthesizes ideas and materials					
evaluates his or her own work					
responds well to constructive criticism					
makes appropriate judgments					
dresses appropriately					
conducts themselves appropriately in a work environment					

*n/a = not applicable

3. Note any problems, issues and resolutions encountered during the internship period:

4. Please comment on the following statements.

	yes	unsure	no	n/a
Productivity in your department and/or organization has increased as a result of hosting an intern.				
You found the Eastman Intern Coordinator to be helpful and responsive.				

5. Has your department or organization benefited in any other ways from having an Intern?

6. General Comments?

Please feel free to use the back of this form or additional paper to respond to these questions, and to comment on any aspect of this internship that you wish. The information provided herein is Eastman confidential and will be used for internal purposes of the Arts Leadership Program only.

**Return to Leslie Scatterday, Catherine Filene Shouse Arts Leadership Program
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