

Intern Evaluation  
Intern  
First Evaluation Period

**STUDENT/ INTERN NAME:** \_\_\_\_\_

Evaluation for period from \_\_\_\_\_ to \_\_\_\_\_ Total hours worked during this period: \_\_\_\_\_

**EMPLOYER/ HOST ORGANIZATION:** \_\_\_\_\_

Name & Position of Supervisor during this evaluation period: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNSHIP EVALUATION:**

1. Please list the principal activities you performed during the first evaluation period of this placement:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  - D. \_\_\_\_\_

2. Please evaluate the extent to which your supervisor:

	excellent	good	average	poor	n/a*
Attends to the details of your internship					
Provides you with diverse opportunities					
Provides quality instruction					
Delegates responsibility					
Communicates his/ her expectations					
Gives you regular feedback on your work					
Encourages independent learning					
Solicits and considers your ideas					
Demonstrates interest in your goals					
Is available to address questions and concerns					
Responds to complaints or requests					

\*n/a = not applicable

3. How did this placement compare with your expectations?

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

5. What would you say are this internship's:
  - a) strongest points: \_\_\_\_\_
  - b) weakest points: \_\_\_\_\_

6. In what ways have you grown, or changed so far?

7. Are there any changes that could be made by the ALP Operations Manager to make this program function more effectively?

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.

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