

POSC 464 Internship Evaluation Form

University of Delaware
Political Science Internship

During the past semester, you have sponsored an undergraduate student who has been enrolled in an internship for academic credit. We ask that you complete this form, or write your own letter on company letter head evaluating your intern's performance during his or her internship experience. Thank you.

Supervisor's Name:

Company or Organization:

Phone Number:

Email Address:

Intern Name:

Please answer the following questions using this 5 point scale:

Yes, Always 1..... 2..... 3..... 4..... 5 No, Never

1. How many hours did this intern spend at his or her internship?
2. Was the student prompt in arriving at work on time?
3. Did the student dress appropriately for the job?
4. Did the student seek and accept direction in performing job responsibilities?
5. Did the student work well with other employees in the office?
6. Did the student interact well with clients or with the public?
7. Would you consider hiring this person full-time, or write a letter of recommendation for the student in his/her pursuit of the position?
8. Would you consider accepting another U.D. student for an internship in the future?
9. How would you describe this student's written communication skills?
10. How would you describe this student's oral communication skills?

Please provide additional comments or assessments if necessary.

Please fax to Director of Internships at 302-831-4452, or mail to the University of Delaware, Department of Political Science and International Relations, 347 Smith Hall, Newark, DE 19716.