

**Internship Evaluation Form**  
**General Form**  
**(IS 4687)**

**The top part is to be filled out by the intern and presented to the supervisor at the internship site.**

Name of Intern \_\_\_\_\_ Student ID # \_\_\_\_\_

Permanent Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ School Phone # \_\_\_\_\_

Year of Study \_\_\_\_\_ Graduation Date \_\_\_\_\_

Career Goal(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**This part is to be completed by the intern's supervisor and returned directly to: Director, Center for International Studies, 503 Lampasas Hall, Texas State University-San Marcos, 601 University Drive, San Marcos, TX 78666**

Name of evaluator \_\_\_\_\_

Signature of evaluator \_\_\_\_\_ Date \_\_\_\_\_

Position of evaluator in agency or company \_\_\_\_\_

Name of agency or company \_\_\_\_\_

Address of agency or company \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone # of evaluator and agency or company \_\_\_\_\_

Fax # of evaluator and agency or company \_\_\_\_\_

Please indicate your approximate opinion of the intern's mastery of skills/abilities/technologies listed below by checking the appropriate box.

SKILL/ABILITY	SUPERIOR	EXCELLENT	AVERAGE	FAIR	POOR	N/A
Accounting Skills						
Adaptability						
Computer Skills						
Initiative						
Integrity						
Interpersonal Skills						
Management Potential						
Office Systems						
Organizational Skills						
Problem Solving						
Telephone Skill/Etiquette						
Verbal/Language Skills						
Work Ethic						
Writing Skills						

Work schedule of intern: \_\_\_\_\_

Description of Intern's assignments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What specific skills has the intern learned? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern's effectiveness in completing assignments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern's strengths: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the intern finish assignments in a timely manner? \_\_\_\_\_

Was the intern punctual? \_\_\_\_\_

Would you hire this intern if you had an opening? \_\_\_\_\_

Would you recommend this intern to another business for employment? \_\_\_\_\_

Other comments on intern's abilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

