# University of North Texas

**Women’s and Gender Studies Program**

(Revised March 2022)

**Internship Supervisor Evaluation**

In UNT’s Women’s and Gender Studies program, we are committed to developing and maintaining strong relationships with our internship partners. We hope that the internship experience is beneficial for the organization and the graduate student and your feedback is important to our ability to assess the success of this program and this student’s contributions. Therefore, we ask the supervisor for each intern to complete this evaluation that assesses the performance of your student intern. This evaluation counts as a significant portion of the intern’s grade in the course, so your frank and thoughtful feedback will be appreciated.

**Please complete this form and return it to the address on the second page.** Thank you very much.

**Intern’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. To what extent was the intern prepared for the position in which he/she was placed? Did the intern have strong oral and written communication skills? Upon arrival, did the intern possess the skills you expected?**

**2. Was the student professional in the work environment? Did he/she arrive on time? Did he/he consistently follow the schedule created for him/her? Was he/she courteous, friendly, appropriately dressed, etc.?**

**3. Interns are expected to contribute a minimum of 150 hours to their job site over the course of the semester. Did your intern meet this expectation?**

**4. Over the course of the internship, to what extent did the intern perform jobs as expected? Were there things he/she performed well or poorly that should be noted?**

**5. Are there additional comments that you think would help us evaluate this student?**

**6. From your perspective, if you were assigning a letter grade for the intern’s work in your organization, what grade would you assign? \_\_\_\_\_\_\_\_**

**(A = clearly outstanding; B = good; C = average; D = below average; F = well below average)**

**For future reference, are there additional ways we can better prepare our interns? If so, please describe them. We appreciate any feedback you’re able to offer.**

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**Supervisor Name/Signature Date**