



POS 4941 Political Science Internship
Site Supervisor Evaluation Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor/Evaluator: \_\_\_\_\_

Organization Name: \_\_\_\_\_

First Day of Internship: \_\_\_\_\_ Last Day of Internship: \_\_\_\_\_

The final evaluation should be shared with the student. Your discussion of the evaluation with the student is an opportunity to enhance the student's personal and professional growth from feedback.

As a guideline, the following categories have been established:

- OUTSTANDING - Indicates exceptional achievement
VERY GOOD - Indicates extensive achievement
SATISFACTORY - Indicates acceptable achievement
NEEDS IMPROVEMENT - Indicates minimal achievement
NOT APPLICABLE

I. Professional Performance

Please comment on any or all of the following:

- \_\_\_\_\_ Able to establish work goals
\_\_\_\_\_ Successful in achieving goals and planning work to be accomplished
\_\_\_\_\_ Displays ability to organize responsibilities
\_\_\_\_\_ Possesses skills commensurate with academic level
\_\_\_\_\_ Demonstrates objectivity regarding own performance and quality of work
\_\_\_\_\_ Displays capacity to motivate others
\_\_\_\_\_ Demonstrates ability to actively listen and communicate ideas
\_\_\_\_\_ Strives for quality in written expression
\_\_\_\_\_ Other: \_\_\_\_\_

II. Professional Knowledge

Please comment on any or all of the following:

- \_\_\_\_\_ Displays ability to integrate conceptual knowledge and professionally related skills
\_\_\_\_\_ Displays knowledge and understanding of program principles and methods
\_\_\_\_\_ Demonstrates ability to apply knowledge in a practical manner
\_\_\_\_\_ Demonstrates ability to think independently
\_\_\_\_\_ Possesses a wide variety of interests
\_\_\_\_\_ Displays expanding scope of interests and willingness to learn
\_\_\_\_\_ Other: \_\_\_\_\_



**III. Professional Personality**

Please comment on any or all of the following:

- \_\_\_\_\_ Displays enthusiasm
- \_\_\_\_\_ Exhibits pleasant, tasteful personal appearance
- \_\_\_\_\_ Is courteous and tactful
- \_\_\_\_\_ Exhibits professional voice quality, speech presentation, tone and inflection
- \_\_\_\_\_ Displays mature judgment
- \_\_\_\_\_ Consistent and fair with interpersonal relationships in the workplace
- \_\_\_\_\_ Demonstrates flexibility
- \_\_\_\_\_ Other: \_\_\_\_\_

**IV. Professional Attitude**

Please comment on any or all of the following:

- \_\_\_\_\_ Displays initiative and imagination
- \_\_\_\_\_ Displays zeal for the profession
- \_\_\_\_\_ Accepts assignments willingly
- \_\_\_\_\_ Upholds departmental policies
- \_\_\_\_\_ Demonstrates positive relationships with organization’s staff members
- \_\_\_\_\_ Accepts suggestions, direction and critical evaluation
- \_\_\_\_\_ Offers opinions and suggestions at appropriate times/place
- \_\_\_\_\_ Other: \_\_\_\_\_

**COMMENTS**

*Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach a sheet or use the back of this form.*

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_