

Appalachian State University
Goodnight Family Sustainable Development Program

Internship Evaluation: Agency Form

*This form is to be provided to the student intern's on-site agency supervisor by the student's faculty internship supervisor. The form is to be completed by the on-site agency supervisor and returned directly to the faculty internship supervisor at the address provided on the end of this form. **To save a copy of this form after you have filled it out, you must use Adobe Reader.***

Name of the Intern: _____ Date: _____

Name of Organization: _____

Name of On-site Agency Supervisor: _____

On-site agency supervisor contact: Telephone: _____ Email: _____

This internship started on (date) _____ and was completed on (date) _____

Total number of hours worked by Intern: _____

Please give a brief summary of the internship:

Evaluation form key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average;
5=outstanding

_____ Quality of work (accurate and thorough)

_____ Quantity of work (met goals set by department)

_____ Use of time (efficient/effective use of time to complete tasks)

_____ Initiative (ability to work independently)

_____ Communication skills

_____ Verbal

_____ Written

_____ Grasp of subject (understanding of applicable standards and procedures)

_____ Ability to apply classroom experience to real time projects

_____ Creativity

_____ Job judgement (ability to make appropriate work related decisions)

_____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

_____ Adaptability (ability to alter activities to accommodate change)

_____ Professional conduct (behavior was mature and appropriate to the job setting)

_____ Dependability

_____ Punctuality

_____ Attendance

_____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Are you interested in future interns from ASU's Sustainable Development Program?

YES

NO

What skills would you want from future interns?

If returning this form by email, please save the completed PDF using Adobe Reader, and return to the following address: Faculty internship supervisor email: _____

If returning by mail, please print the completed form, sign and date it below, and send to the following address: _____

Signature of On-site Agency Supervisor: _____ Date: _____