



Intern Evaluation Host/Supervisor Final Evaluation

STUDENT/ INTERN NAME: _____

Evaluation for period from _____ to _____ Total hours worked during this period: _____

EMPLOYER/ HOST ORGANIZATION: _____

Name & Position of Supervisor completing this Evaluation: _____

Phone Number: _____ E-mail address: _____

Supervisor Signature: _____ Date: _____

INTERNSHIP EVALUATION:

1. Please list the principal activities your intern performed during the final evaluation period of this placement:

- A.
- B.
- C.
- D.

2. Please check the extent to which your intern satisfied the following:

	excellent	good	average	poor	n/a*
met your expectations					
completed assigned tasks					
grew professionally during the internship					
functioned as an independent learner					
functioned as a responsible team member					
demonstrated initiative					
demonstrated effective oral communication					
communicated effectively in writing					
demonstrated leadership abilities					
asked relevant questions					
thought analytically					
synthesized ideas and materials					
evaluated his or her own work					
responded well to constructive criticism					
made appropriate judgments					
dressed appropriately					
conducted themselves appropriately in a work environment					
showed steady, general improvement over the course of the internship					
improved upon weaknesses that were pointed out previously					

*n/a = not applicable

3. Note any problems, issues and resolutions encountered during the internship period:

4. Please comment on the following statements.

	yes	unsure	no	n/a
Productivity in your department and/or organization has increased as a result of hosting an intern.				
You found the Eastman Intern Coordinator to be helpful and responsive.				
You look forward to hosting another Eastman ALP intern.				

5. Has your department or organization benefited in any other ways from having an Eastman ALP intern?

6. General Comments?

Please feel free to use the back of this form or additional paper to respond to these questions, and to comment on any aspect of this internship that you wish. The information provided herein is Eastman confidential and will be used for internal purposes of the Arts Leadership Program only.

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