

**UNIVERSITY OF TEXAS AT ARLINGTON  
INTERDISCIPLINARY STUDIES PROGRAM  
INTERN EVALUATION SHEET**

INTERN'S NAME:	INTERN'S PHONE NUMBER:
	INTERN'S EMAIL:
SUPERVISOR'S NAME:	SUPERVISOR'S PHONE NUMBER:
	SUPERVISOR'S EMAIL:
TITLE:	AGENCY:
DEPARTMENT:	ADDRESS:
SEMESTER:	MAJOR JOB ASSIGNMENT(S):

Please complete the following evaluation of the student intern by checking the appropriate box.

Intern's Performance	Constantly Exceeds Expectations	Often Exceeds Expectations	Meets Expectations	Falls Below Expectations
<b>Quality of work:</b> Extent to which work is accurate, neat, well organized, thorough and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal relations:</b> Ability to get along with people; effectiveness in dealing with people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning ability:</b> Speed and thoroughness in learning procedures, rules and other details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative:</b> Extent to which the intern shows initiative in making work improvements, identifying and correcting problems and initiating work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Punctuality:</b> Extent to which intern is on time to work and meeting deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism:</b> Extent to which intern demonstrated professional behavior and appearance at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please verify that:	has completed _____ hours of work at the agency			
(Name of Intern)	(Hours worked)			

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide any additional comments:

At the completion of the internship return the completed form to: Internship Coordinator, Interdisciplinary Studies Program, School of Urban & Public University of Texas, 501A University Hall, Arlington, TX 76019.