VIRGINIA COMMONWEALTH UNIVERSITY

VCU L. Douglas Wilder School of Government and Public Affairs

Office of Student Success
Final Internship Evaluation Form

Instructions: This form is to be completed by the field supervisor to provide feedback to the Office of Student Success regarding the performance of the intern that has been working with you. It is intended to be an opportunity for the student to receive feedback regarding their performance of expected duties assigned, and to provide an opportunity to respond to suggestions for improvement. After review of this evaluation by Office of Student Success, the student will receive an email inform them of satisfactory performance, or areas needed for improvement and further development.

Agency Information

Date: _____

Name of Student Intern: _____

Field Supervisor Name & Title: _____

Agency: _____

Field Supervisor Phone:_____Email: _____

1. At this point, how would you rate the overall performance by the intern? (circle one)
   Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐
2. Does the intern work effectively with others (colleagues, clients, management, etc.) in a professional environment?
3. Is the intern demonstrating professionalism and performing duties in a responsible manner? (being on time, following instructions, appropriate communication, etc.) If there are any problems that need to be addressed at this point, please describe what changed need to be made by the intern in order to improve their performance.
4. Is the intern providing beneficial service to your organization?
5. Is the intern accepting of performance feedback regarding strengths and limitations?
6. Are there any specific issues that need to be addressed?
7. Would you like for the Office of Student Success to contact you regarding the intern's performance? If so, please indicate your preferred method of communication.

Field Supervisor's Signature & Date:

_____

Thank you so much for giving this student intern an opportunity to gain experience with your organization. If you have any questions, please contact the Office of Student Success:

Director – Ms. Shajuana Isom-Payne and Student Success Program Coordinator - Ms. Ashley Harrison (804-827-2791) 923 West Franklin Street, Scherer Hall, Room 405, Richmond, Va. 23284 · wsinternship@vcu.edu