

**INDIANA UNIVERSITY SOUTH BEND  
DEPARTMENT OF POLITICAL SCIENCE  
MASTERS OF PUBLIC AFFAIRS**

**Final Internship Evaluation**

**Part One: TO BE COMPLETED BY THE SUPERVISOR**

(Note: Internship Supervisor Should Complete and Email or Mail to Faculty Supervisor)

Student's name \_\_\_\_\_

Organization/Company \_\_\_\_\_

Name of Intern supervisor/title \_\_\_\_\_

Please rank the student between 0 (unacceptable) and 5 (Excellent)—or N/A— in each of the following areas:

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. was reliable _____               | 6. time management _____           |
| 2. took initiative _____            | 7. writing skills _____            |
| 3. able to work independently _____ | 8. oral communication skills _____ |
| 4. met deadlines _____              | 9. problem solving skills _____    |
| 5. followed instructions _____      | 10. professional conduct _____     |

**Please answer the following questions:**

1. Was the intern absent? \_\_\_\_\_
  - If so, on how many occasions has the intern been absent? \_\_\_\_\_
  - If so, were the hours made up? \_\_\_\_\_
2. Did the intern work the agreed number of hours per week? \_\_\_\_\_
3. Did the intern successfully complete the internship? \_\_\_\_\_
4. If asked, would you accept this student as an intern again? \_\_\_\_\_
5. Any additional comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

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**Final Internship Evaluation  
PART TWO: TO BE COMPLETED BY THE INTERN.  
(Note: Student Should Complete and Return to Faculty Supervisor)**

Please give specific examples in how the internship has prepared you for a career in public affairs and how it has contributed to your education and progress in the MPA program.

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Are there areas you had hoped to gain knowledge and experience that the internship did not provide?

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Did the work you performed match the internship description?

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Any other comments?

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\_\_\_\_\_  
Intern signature

Date \_\_\_\_\_