

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

**Mid-semester 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 or Company Name \_\_\_\_\_

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

**Part One: Work Performance TO BE COMPLETED BY THE INTERN SUPERVISOR**

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. Has the intern been absent? \_\_\_\_\_

- If so, on how many occasions has the intern been absent? \_\_\_\_\_
- If so, have the hours been made up? \_\_\_\_\_

2. Is the intern working the number of hours he/she agreed to work at the beginning of the internship? \_\_\_\_\_

- If no, is there a reason for this? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

3. The intern needs to improve in the following areas:

\_\_\_\_\_  
\_\_\_\_\_

5. Any additional comments? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

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

Is your experience matching your expectations for the internship? In other words, is the work you are doing similar to what you were told it would be?

---

---

---

Do you meet with your supervisor to discuss the quality of your work? \_\_\_\_\_

In what areas do you believe you are excelling? \_\_\_\_\_

---

---

In what areas do you think you need to improve? \_\_\_\_\_

---

---

Do you feel as though the internship supervisors are using your skills/time well? \_\_\_\_\_

---

---

---

Any additional comments? \_\_\_\_\_

---

---

---

---

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

\_\_\_\_\_  
**Date**