INTERNSHIP EMPLOYER EVALUATION FORM

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Supervisors of International Studies (INTL) majors and minors who participated in an internship at their organization should **submit this form electronically as an e-mail attachment to the academic advisor** (elwill@indiana.edu) upon completion of the student’s work. This form will be consulted by the International Studies Director of Undergraduate Studies and the Academic Advisor to assess student progress in the internship and suitability of the organization at large.

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| **STUDENT INFORMATION** | |
| Student Name: | Term: ☐ Fall ☐ Spring ☐ Summer Year: 20\_\_ |
| Supervisor’s Name: | Supervisor’s Email: |
| Supervisor’s Phone Number: | |
| **THE INTERNSHIP/VOLUNTEER EXPERIENCE** | |
| Organization Name:  Web Address (URL):  Experience Location (City/State/Country) :  Dates of Internship:  Hours per Week: | |
| Please provide an overview of the tasks that the student performed as part of his/her internship. Indicate areas where the student intern performed particularly well or needed significant improvement. How did you locate this internship? | |
| Compared to other current and former interns, how would you rate this student’s overall performance? Please feel free to comment.     * Outstanding (top 10%) * Good (top 25%) * Fair (top 50%) * Poor (bottom 50%)  Unable to compare     Comments: | |
| An important aspect of an internship is the application of academic knowledge to the development of job-related skills. How would you rate the student’s development during the internship?   * Outstanding (top 10%): The intern learned and applied new skills very rapidly. * Good (top 25%): The intern learned and applied new skills relatively fast. * Fair (top 50%): The intern learned and applied new skills. * Poor (bottom 50%): The intern did not learn or apply new skills well. | |
| Are there any aspects of the student’s performance during the internship that you consider to be particularly noteworthy? Did the intern do anything unusually well or put in extra effort in any area? | |
| Are there any aspects of the student’s performance during the internship in which you think the student needs improvement? Did the intern do anything poorly? How might this be remedied? | |
| How would you rate this student’s suitability to a career in your field? Please provide any advice that will assist the student in improving his/her preparedness for a permanent, full-time position. | |
| The Department of International Studies has six concentration areas: (i) Global Health & Environment, (ii)  Global Development, (iii) Human Rights and International Law (iv) International Communication & the Arts, (v) Identity & Conflict, and (vi) Diplomacy, Security. Governance. Do you have any suggestions for how our department could better prepare students for internships in your field? Are there any prerequisite skills that every intern should have? | |
| **SUPERVISOR ACKNOWLEDGEMENT** | |
| Supervisor Name: Date: | |

Revised: 05/29/2015