

Humanities Graduate Programs

End of Graduate Internship/Professional Project Evaluation

Supervisors should review their evaluation with the graduate students at the conclusion of the Professional project/Graduate Internship. The signatures at the end serve as acknowledgement that: the supervisor has reviewed the evaluation with the student; the students' acknowledgement that the evaluation has been reviewed with them (the signature doesn't mean they necessarily agree); and a space is provided for students to be able to comment should they wish.

Student's name:

1. In what area(s) did the intern show particular strength?
2. In which area(s) did the intern show a weakness or the need for help?
3. Would you feel comfortable recommending the intern for a position?
4. Do you have specific suggestions for the improvement of the Humanities Professional Project/Graduate Internship?
5. Additional Comments

Please rate the intern according to criteria in the table provided below.

1=did not display; 5 = exceptional display.

Criteria	1	2	3	4	5	N/A
Understanding of agency's purpose/function						
Ability to plan/organize/use time effectively						
Knowledge and use of available resources						
Ability to find and obtain information when needed						
Ability to plan a course of action						
Written communication skills						
Oral communication skills						
Ability to apply knowledge to a problem/activity						
Ability to communicate and work with other staff members						
Positive and Open attitude towards leadership roles/additional reasonable responsibilities						
Willingness to participate in professional development/training						
Ability to apply knowledge gained in training to job performance						
Sufficient training/knowledge from coursework						
Ability to relate course work to job related duties						

Supervisor signature:

Date:

Student signature:

Date:

Student's comments: