

UNIVERSITY OF LOUISVILLE

Office of International Student and Scholar Services

*Jouett Hall
University of Louisville
Louisville, KY 40292
Phone: 503.852.6604
louisville.edu/internationalcenter/iss*

STUDENT INTERN EVALUATION

In accordance with Department of State regulations, the hosting professor/supervisor of any UofL J-1 student intern must provide an evaluation of the intern's progress and must **be completed prior to the conclusion of a student internship program. Programs six months or less require only one evaluation**, at the conclusion of the internship. Programs exceeding six months' duration at a minimum, midpoint and concluding evaluations are required. If an extension request is made, a completed evaluation must be submitted at that time. The ISSS office must be provided a copy of all evaluations and maintain these for at least three years.

The hosting professor should fill out **Part I** and then review the evaluation with the intern. The intern should then fill out and sign Part II.

PART I (To be completed by the host professor):

Intern's Name: _____ Date: _____

Professor's Name: _____ Department: _____

Check one: Mid-Program Evaluation _____ End-of-Program Evaluation _____ Extension _____

Evaluate intern's performance related to the specific objectives as outlined in the Training Plan:

Excellent _____ Above Average _____ Average _____ Below Average _____

Comments:

Were there any deficiencies or problem areas that should be addressed? Yes _____ No _____

If yes, please comment:

How would you rate the overall training program and its benefits to you?

Excellent _____ Above Average _____ Average _____ Below Average _____

Comments:

Professor's Signature _____

Date _____

STUDENT INTERN EVALUATION – Part II

In accordance with Department of State regulations, the hosting professor/supervisor of any UofL J-1 student intern must provide an evaluation of the intern's progress and must **be completed prior to the conclusion of a student internship program**. Programs six months or less require only one evaluation, at the conclusion of the internship. Programs exceeding six months' duration at a minimum, midpoint and concluding evaluations are required. If an extension request is made, a completed evaluation must be submitted at that time. The ISSS office must be provided a copy of all evaluations and maintain these for at least three years.

The hosting professor should fill out **Part I** and then review the evaluation with the intern. The intern should then fill out and sign **Part II** and must sign the evaluation.

PART II (to be completed by the intern):

Full Name: _____

Email: _____ Telephone: _____

Dates of current training program _____ to _____

How would you rate the overall training program and its benefits to you?

Excellent _____ Above Average _____ Average _____ Below Average _____

Comments:

I hereby certify that I have read the Intern evaluation completed by my sponsoring professor.

Intern's Signature _____ Date _____