

*Department of Urban and Public Affairs  
University of Louisville  
Sustainability Internship Evaluation*

Name of Intern \_\_\_\_\_

Rating scale:       1:     Poor  
                          2:     Below Average  
                          3:     Average  
                          4:     Good  
                          5:     Superior

<u>Ability to Work with Agency/Community</u>		1	2	3	4	5	N/A
1.	Understanding of agency purpose/function:	___	___	___	___	___	___
2.	Ability to understand and use agency policies and procedures:	___	___	___	___	___	___
3.	Ability to plan, organize and use time effectively:	___	___	___	___	___	___
4.	Knowledge and use of available resources:	___	___	___	___	___	___
5.	Ability to obtain pertinent information/facts when needed:	___	___	___	___	___	___
6.	Ability to distinguish relevant from irrelevant materials:	___	___	___	___	___	___
7.	Ability to plan a course of action:	___	___	___	___	___	___
8.	Written communication skills (memos, reports, briefs):	___	___	___	___	___	___
9.	Presentation skills (meetings, proposals):	___	___	___	___	___	___
10.	Ability to relate/apply theoretical knowledge to a given problem or agency function:	___	___	___	___	___	___
11.	Ability to communicate with staff/others:	___	___	___	___	___	___
12.	Ability to obtain relevant facts						

from materials: \_\_\_\_\_

Professional development                    1        2        3        4        5        N/A

13.    Integration of theory and practice:    \_\_\_\_\_

14.    Shows pattern of continuous learning:    \_\_\_\_\_

15.    Ability to focus on problems/needs of agency:    \_\_\_\_\_

16.    Attitude towards authority:    \_\_\_\_\_

17.    Attitude toward assuming leadership role/additional responsibilities:    \_\_\_\_\_

18.    Promptness:    \_\_\_\_\_

19.    Dependability:    \_\_\_\_\_

Additional comments:

Would you feel confident in hiring/recommending this intern for a job?

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What suggestions, if any, do you have for the improvement of the Sustainability Program?

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Additional comments: \_\_\_\_\_

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Signature of Agency Mentor \_\_\_\_\_

Mentor's Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Name of Agency \_\_\_\_\_

Date \_\_\_\_\_