



Public and Oral History Program

Internship Evaluation Form

Intern Name: _____

Institutional site of internship:

Intern's on-site supervisor:

Evaluation form key:

1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding

_____ Quality of work (accurate and thorough)

_____ Quantity of work (met goals as outlined on the internship contract)

_____ Use of time (efficient/effective use of time to complete tasks)

_____ Initiative (ability to work independently)

_____ Communication skills

_____ Verbal

_____ Written

_____ Grasp of subject (understanding of applicable standards and procedures)

_____ Ability to apply classroom experience to real time projects

_____ Creativity

_____ Job judgment (ability to make appropriate work related decisions)

_____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

_____ Adaptability (ability to alter activities to accommodate change)

_____ Dependability

_____ Punctuality

_____ Attendance

_____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Evaluator: _____ Date: _____

Student Intern: _____ Date: _____

Copies to:
Intern's supervising professor
Student Intern

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