

W&M in Washington

Final Intern Evaluation

(To be completed by Supervisor)

Student: _____

Employer: _____

Supervisor: _____

The College of William and Mary's W&M in Washington Program allows students to earn academic credit for the work they complete in association with their semester internships. Students have worked directly with a professor to complete assignments for assessment purposes and you have already submitted a Midterm Assessment. We now ask that you take a few moments to complete the following Final Evaluation so that we may evaluate the student's performance over the entire internship experience. Once complete, please discuss with your intern and then seal the completed evaluation in an envelope and return it to your intern, who will submit it to our professor. Thank you in advance for taking the time to evaluate this student.

If you have any questions or concerns, please contact Roxane O. Adler Hickey, Program Director, at 202-939-4001 or via email at roadle@wm.edu.

1. Briefly update the roles and responsibilities of the intern since the Midterm Assessment. Have there been any outstanding highlights or low points during the semester?

2. Overall, how would you assess the intern's performance and contribution to the goals of the organization? Please indicate what you believe were the intern's major contributions to your organization.

3. What areas, if any, do you believe the intern should continue to work on as he/she continues in this or any other professional setting?

4. Please provide any other comments that would be relevant and helpful for the intern and our W&M in Washington Program.

5. Please recommend a final grade that you believe reflects the intern's overall performance at your organization.

Comments: _____

Thank you for your participation in the W&M in Washington Program!

Employer Signature: _____ Date: _____

Intern Signature: _____ Date: _____