

W&M in Washington

Midterm Intern Assessment

(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 work directly with a professor to complete assignments for assessment purposes. In addition, we ask that you take a few moments to complete the following evaluation so that we may more formally evaluate the student's performance during the actual internship experience. Once complete, the Program staff will meet with you and your intern to discuss the assessment. 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 describe what you see as the current roles and responsibilities of the intern in your office.

2. Do you believe that the student is fulfilling his/her role and responsibilities as an intern in your office? Why or why not? (Please be specific.)

3. Please circle the number that best represents your intern's performance in each area to date.

(1= Needs improvement, 3= Satisfactory, 5= Exceeds Expectations)

	1	2	3	4	5	N/A	Comments
Preparation for position							
Exhibits professional behavior							
Ability to learn in a timely fashion							
Level of interest in work of employer							
Understanding of policies and procedures							
Ability to work with office staff							
Ability to work with clients/constituents							
Ability to work under pressure							
Ability to adapt to changing circumstances							
Ability to complete assignments with a minimum of supervision							
Shows initiative							
Shows assertiveness							
Demonstrates good judgment							
Demonstrates creativity							
Communication Skills							
Critical Thinking Skills							
Organization Management							
Overall Quality of Work							

4. Please provide any constructive criticism for this intern so that he/she may learn from it and grow in his/her position.

Employer Signature: _____ Date: _____

Intern Signature: _____ Date: _____