



Geology Building (#237)  
 University of Maryland  
 College Park, Maryland 20742-4211  
 USA  
 tel 301.405.4379 fax 301.314.9661

**INTERN EVALUATION**

Please use this form (or a letter, if you prefer) to evaluate your intern’s performance in your organization. Student grades will be partially based on your comments.

Please discuss this evaluation with your intern, then email it to the student’s faculty advisor (your intern will provide the name/e-mail address).

<b>Student Name:</b>	
<b>Site Name:</b>	
<b>Site Address:</b>	
<b>Intern Supervisor Name and Title:</b>	
<b>Email:</b>	

**The intern has completed a minimum of 120 hours on-site: YES / NO**

**Please use the following ratings:**

5 = Outstanding    4 = Good    3 = Satisfactory    2 = Poor    N/A = Not applicable / no opportunity to observe

**Please rate the intern’s professionalism:**

	Attendance and punctuality		Ability to meet deadlines
	Motivation		Writing skills
	Ability to work effectively with others		Resourcefulness
	Overall reliability and dependability		Oral communication skills
	Overall efficiency in work habits		Works with minimal supervision
	Able to demonstrate initiative when appropriate and refrain from initiative when inappropriate		

*Continued (over) →*

**What were significant contributions/accomplishments the intern made to assigned tasks and projects?**

**What do you consider to be the intern's strengths?**

**What do you consider to be the intern's chief challenges or areas for growth?**

**Would the intern be a viable candidate for employment with your organization? Why or why not?**

---

*Signature (electronic or signed and scanned)*

---

*Date*

Thank you for your supervision of this intern! Your willingness to work with students in the Environmental Science and Policy Program is greatly appreciated as it makes a significant contribution to their educational experience. We welcome the opportunity to build a partnership with your organization and look forward to sending future interns your way.