

BYU Washington Seminar Intern Final Evaluation
The immediate supervisor of the intern should complete this evaluation.

Please evaluate the student carefully and objectively, comparing him or her with other interns of a comparable academic level or with personnel assigned to the same or similar tasks. *The Washington Seminar Faculty Advisor must receive this evaluation before the student can receive a grade for his or her internship experience.* Please complete it at the beginning of the final week of the internship. Because this evaluation is a factor in determining this individual's grade, it is an "education record" under the Family Education Rights and Privacy Act. Under this law, the individual has a legal right to examine all evaluations upon request.

- ◆ Please write your responses on your organization's letterhead.
- ◆ Indicate the student's name at the beginning.
- ◆ Include your typed name, position, and signature at the end.
- ◆ Review the evaluation with the student and have him or her submit it to the Washington Seminar faculty Advisor.

1. Describe the student's responsibilities.
2. Estimate the average percentage of work time the student spent doing each of the following...
 - ◆ research
 - ◆ writing (including correspondence)
 - ◆ organizing meetings or related activities
 - ◆ clerical (e.g. filing, errands, photocopying, receptionist, typing, etc.)
 - ◆ other (please describe)
3. Evaluate the quality of the student's writing.
4. Evaluate the student's analytical skills and the quality and accuracy of his or her research.
5. Evaluate the student's interpersonal skills, initiative, willingness to accept responsibility and dependability.
6. Were any problems with punctuality or attendance described in the mid-internship evaluation resolved or did any develop since that evaluation?
7. What are this student's work-related strengths?
8. Are there any weaknesses in the student's performance, and do you have any suggestions for how he or she might improve?
9. Was the student given opportunities to accomplish his or her learning objectives? To what extent do you feel he or she has taken advantage of those opportunities?
10. How do you rate this student's overall performance as compared with other interns or personnel assigned the same or similar tasks—excellent (equivalent to an "A" grade), very good (a "B" grade), acceptable (a "C") grade, below average (a "D") grade, unacceptable (a failing grade)?
11. Would you like to have another BYU intern, and do you have any other comments?