

Graduate Internship Experience Evaluation

Thank you for hosting a Laney Graduate School student at your organization. We would appreciate if you could take a few minutes to evaluate the student's performance and completion of responsibilities and to tell us about the hosting experience. Please send your evaluation to: LGS.profdev@emory.edu.

Student Name: _____

Organization: _____

Intern Supervisor:

Name: _____ **Title:** _____

Email: _____

Student Evaluation:

	Excellent	Good	Average	Poor	N/A
Quality of work – accurately and thoroughly completed assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Ability to work independently and do more than was required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – ability to perform a variety of tasks and willingness to accommodate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism – punctuality, reliability, appropriate dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills with peers, supervisors, clients, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving / Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills – verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills – written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please share any other comments you have about this student and the experience you had hosting him/her at your organization: _____

Internship Experience Evaluation:

How did having this intern benefit you and/or your organization? _____

Do you have any recommendations for how the Laney Graduate School can better prepare students for internships or better communicate with host organizations? _____

Internship Supervisor Signature: _____

Date: _____

Please submit this form to LGS.profdev@emory.edu by the following dates, based on the period of the internship.

Internship Period

Summer 2020: August 3, 2020

Fall 2020: December 4, 2020

Spring 2021: May 3, 2021