

Seattle University ~ Environmental Studies Program

Intern Work Performance Evaluation for Supervisors

Name of student: _____

Name of organization: _____

Name of supervisor (printed): _____

Title of supervisor: _____

Supervisor phone or email contact: _____

Environmental Studies internship contracts require the following information to be provided to the faculty internship advisor by the first day of final exams for the internship quarter. This form may be sent directly to the Environmental Studies office (address on reverse) by email (preferred), fax, or surface mail.

Please complete all pages of this evaluation. Thank you very much.

1. Attendance verification

a. Actual start date of internship: _____

Actual end date of internship: _____

b. Typical weekly work schedule or allocation of work hours:

c. I confirm that the student named above has completed ____ hours of supervised internship work under my guidance:

(Signature of supervisor)

(continued next page)

2. Work performance evaluation

a. Please outline the intern's primary responsibilities:

b. Please comment on the intern's overall performance:

c. What do you see as the major strengths the student brought to, or developed during, this internship?

(continued)

- d. What do you see as the student's major challenges or areas for improvement during this internship?

RELEASE OF INFORMATION: Please initial one:

_____ I give my permission for this evaluation to be shared with the student.

_____ I do NOT give my permission for this evaluation to be shared with the student.

Thank you very much for your contribution to this student's education!

Please send this form to the Environmental Studies Program office at Seattle University:

Email: glmiller@seattleu.edu

Fax: 206.296.5997

Surface mail:

Environmental Studies Program

Seattle University

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