

EMPLOYER EVALUATION FORM

GEG 394: Internship in Geography

This evaluation form is to be completed by the Intern Supervisor at the conclusion of the internship and returned directly to the Department of Geography where a copy will be made and forwarded to the Advisor/Instructor. The form should not be given to the intern. Please return the completed form by _____. Return via Email or mail at the following addresses:

Department Chair E-mail

courtney@kutztown.edu

Department of Geography

Kutztown University
P.O. Box 730
Kutztown, PA 19530-0730

Intern's Name: _____ Dates of Internship: _____

Advisor/Instructor's Name: _____

Organization Name: _____

Intern's Site Supervisor's Name: _____

Organization's Address: _____

Phone: _____ Email: _____

This evaluation form is for assessment of the overall performance of the intern assigned to work under your direction. Your response will be used as one factor in determining an assigned grade and to assist the student in improving his or her performance. The evaluation should be made as if the intern were a new employee at your agency/organization. Please be aware that this evaluation will be incorporated in the student's file and that future reference made be made to it as the faculty advisor completes letters of recommendation on behalf of the student intern.

INTERN'S MAJOR ASSIGNMENTS

(Over please)

EVALUATION OF RELEVANT SKILLS AND ABILITIES: Please discuss the strengths and weaknesses in the intern's ability to handle the job assignments. You may wish to consider: attendance and punctuality; ability to follow directions and work independently; ability to work with others; ability to complete work by stated deadlines; quality of complete work; skills in written and oral expression.

OVERALL PERFORMANCE RATING: Please evaluate the intern in comparison to other interns and/or employees.

_____ Outstanding _____ Average _____ Improvement Needed
_____ Above Average _____ Unsatisfactory

EVALUATION OF FUTURE POTENTIAL: Please evaluate the intern's potential for a professional career. Consider the following in your evaluation: amount of growth observed; judgement and initiative; growth potential; and professional attitude.

SUGGESTIONS/COMMENTS: What additional educational skills or abilities would you like to see in future interns?

Signature

Date

Intern Supervisor

Rev. 6/2019