

***College of Arts and Science***

**Department of Political Science**

Internship Exit Evaluation Form

(*To be filled in by Student*)

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Title of Supervisor:**

**Email of Supervisor:**

**Office/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*To be filled in by Supervisor*)

Please complete this assessment of performance for the student listed above.

**Basic Information**

Date of Exit Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the beginning and end dates of the student’s internship:

How many hours per week did the intern work for your office?

**Duties and Responsibilities**

Please list the major duties and responsibilities allocated to the student.

1.

2.

3.

4.

5.

**Overall Performance**

Please rate the student’s overall performance of the above duties.

Evaluation: ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

**Work Habits/Style**

Please rate the student on the following.

Punctuality? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Professional attire? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Written Communication? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Attention to Detail? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Works well with others? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

Works well on own? ☐ Excellent ☐ Good ☐ Fair ☐ Unsatisfactory

**Final Comments**

Do you have any advice for the intern?

Do you have any comments for the Internship Director?

Would you like to be contacted during the next academic year to hire an intern? \_\_\_ Yes \_\_\_ No

If yes, please check the appropriate terms:

☐ Fall Semester ☐ Spring Semester ☐ Summer Term

*Signature of Supervisor*

**Note: Once completed, the Internship Supervisor should either send the form directly to the Internship Director (****psintern@uky.edu****) or give it to the student intern for submission.**