

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many hours per week, on average, did you agree to work? \_\_\_\_\_**

**What duties did you agree to undertake (which may not match the Learning Contract if the role evolved during the course of the internship)?**

(*To be filled in by Supervisor*)

**Basic Information**

Date Evaluation Form Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the student put the required number of hours into the job? Yes / Close enough / No

**Overall Performance**

Please rate your overall level of satisfaction with the student’s performance of assigned 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 comments for the Internship Director, who must grade the student Pass/Fail?

Are you looking for another intern to work with you in the next 12 months? \_\_\_ Yes \_\_\_ No

If yes, please check the appropriate terms:

☐ Fall Semester ☐ Spring Semester ☐ Summer Term

*Signature of Supervisor (e-signatures are fine)*

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