Political Science 4600 – Public Policy Work Internship

Evaluation of Intern’s Work

Student: ____________________________________________
Worksite: ___________________________________________
Duration: ___________________________________________

Upon completion of the intern’s work placement please email as a pdf to the course administrator or send as a fax to (709) 864-4000. To encourage good learning, supervisors opting to complete this form are urged to consider discussing it with the student in an exit interview.

**Initial Interview/Meeting**

Inquisitiveness (e.g., asked questions, demonstrated interest)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Preparation (e.g., brought reference materials, conducted background research)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Presentation skills (e.g., design/layout of resume, non-verbal and verbal communication)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

**Workplace Aptitudes**

Dependability (e.g., reliability, integrity)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Initiative (e.g., tendency to seek new work)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Interest (e.g., enthusiasm, pride of work)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Interpersonal aptitudes (e.g., congeniality, relationship with others)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate

Organization (e.g., planning of work and time)

- Poor
- Fair
- Good
- Very Good
- Excellent
- Unable to evaluate
### Policy Analysis Skills

**Comprehension** (e.g., ability to learn and understand)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Creativity** (e.g., ability to generate ideas)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Quality of work** (e.g., attention to detail)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Quantity of work** (e.g., productivity and output)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Research aptitudes** (e.g., ability to investigate and evaluate information)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Writing aptitudes** (e.g., ability to present complex information)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

### On the Job Professionalism

**Attendance** (e.g., present on agreed upon days and at meetings/events)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Attire** (e.g., appropriateness of clothing, appearance)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Ethics** (e.g., observation of workplace policies, safekeeping of information)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Maturity** (e.g., appropriateness of response to circumstances)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate

**Punctuality** (e.g., prompt arrival at agreed upon times)

- [ ] Poor
- [ ] Fair
- [ ] Good
- [ ] Very Good
- [ ] Excellent
- [ ] Unable to evaluate
Employer Remarks in Brief (use separate page if necessary)

Supervisor’s name: ____________________________________________________________________

Signed: _____________________________________________ Date: _________________________

Numeric grade: __________ /100 (see grading guidelines below)

☐ The course instructor should give a copy to the student intern
☐ Please do not give a copy to the student

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Grading Guidelines

Below 50%: The student’s performance was unsatisfactory and deemed a failure. If your organization were to post a job advertisement for a junior position this type of person would not merit an invitation for an interview. Only the poorest performing students earn this grade.

50% to 64%: The student’s performance reflects what would be expected from a temp placement agency. The student did the work assigned, but little else, and it was not done especially well. If your organization were to post a job advertisement for a junior position you would be unlikely to hire this type of person.

65% to 79%: The student provided quality work and generally completed all tasks in an acceptable manner. He or she demonstrated a reasonable level of effort and initiative, was reliable, and prepared material(s) that was good or possibly very good. If your organization were to post a job advertisement for a junior position you would be likely to interview this type of person and think about making an offer of employment. Generally students in the top fifth of their class earn a grade in the 75-79% range while students earning 70-74% are approaching the top quarter.

80% to 100%: The student did very thorough and professional work. Tasks were completed in a manner comparable to an excellent, regular low-ranking member of staff. If your organization were to post a job advertisement for a junior position you would eagerly hope to hire this type of person and, over time, would anticipate him/her moving up to a senior management level. Usually only students in the top echelon are awarded such grades and normally 90% represents the highest mark awarded.