



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.