**SUPERVISOR EVALUATION**

**FOR-CREDIT INTERNSHIP**

**UNIVERSITY HONORS PROGRAM**

**THE CATHOLIC UNIVERSITY OF AMERICA**

**INTERIM REPORT**

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Title/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Dates: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of the assessment of the above named candidate in the For-Credit Internship of the University Honors Program at The Catholic University of America, an evaluation is sought from the candidate’s supervisor. Based on the candidate’s performance, I ask you to offer your assessment of the performance of this intern. Thank you for taking the time to complete this form.

Please return it **IN A SEALED ENVELOPE** to:

Mr. Anthony Chiappetta

Office of Career Services

The Catholic University of America

620 Michigan Ave., NE

Washington, DC 20064

Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following code, please circle the number that best completes each statement. Personal comments may be provided but will not be shared with the candidate.

*5 = Exceptionally well 2 = Minimally*

*4 = Well 1 = Not at all*

*3 = Adequately 0 = Do not know/Cannot answer*

5 4 3 2 1 0 The intern was faithful to his/her commitments as described in the Internship Agreement

Form.

5 4 3 2 1 0 The intern communicated responsibly with me.

5 4 3 2 1 0 The intern was faithful to his/her time commitment as described in the Internship Agreement

Form.

5 4 3 2 1 0 The intern exercised his/her responsibilities in a professional manner.

5 4 3 2 1 0 The intern demonstrated competency in his/her responsibilities.

5 4 3 2 1 0 The intern was not afraid to roll up his/her shirt sleeves to get a job done.

5 4 3 2 1 0 The intern worked well with co-workers and volunteers.

5 4 3 2 1 0 The intern was open to learning.

(over)

1. Describe three positive qualities/characteristics that most impress you about this intern.
2. Describe any areas where you think this intern might improve.
3. Based on your experience of supervising this intern so far, would you look forward to working with him/her as a future colleague? Why or why not?
4. Any other comments you wish to make about this intern.