

## SUPERVISOR EVALUATION OF INTERN FORM

Dear Internship Supervisor:

The MPA Program at Texas Tech University appreciates your willingness to host a student intern during the semester.

Please respond to the following questions and return this sheet to the internship coordinator (please add additional pages if needed).

Intern's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Day Placement Began \_\_\_\_\_ Ended \_\_\_\_\_

List Major Projects and Responsibilities of Intern:

In your evaluation of the intern, we would like to know your perception of the intern's

- Application of public administration theories, concepts and practices to assignments;
- Use of critical thinking and problem solving skills in completing assignments;
- Demonstration of professionalism, ethics and integrity and acceptable performance;
- Understanding and appreciation for public service values;
- Ability to communicate and interact productively with fellow workers and the public; and
- Understanding of how organizations are managed.

Did the intern conduct himself/herself with professionalism in assignments and in interaction with the public and fellow workers? (punctual and dependable in completing assignments, appears confident informed and attentive to others, appropriately dressed, professional attitude)

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

In assignments and conduct did the intern understand and was respectful of, and accountable to, the public interest?

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

Did the intern act ethically in assignments and conduct?

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

Did the intern demonstrate respect, equity and fairness in dealing with the public and fellow workers? (sensitive to the needs of others, cooperative)

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

Did the intern utilize public administration theories and concepts from courses on assignments?  
(understood assignments, applied accepted concepts to assignments, able to conduct research using appropriate techniques, attends to detail, able to use appropriate software)

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

Did the intern communicate effectively orally and in writing and interact productively with others?  
(oral presentations and written work acceptable, demonstrate tact, appropriate language skills, confident in manner, appropriate appearance, able to express own view effectively)

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

Did the intern apply critical analysis and problem solving skills in assignments? (quality of analysis, completeness of research, quality of solutions/recommendations, use of computer software)

\_\_\_\_\_ Always \_\_\_\_\_ Most of the time \_\_\_\_\_ No basis for judgment \_\_\_\_\_ Seldom \_\_\_\_\_ Never

Comments:

What are the intern's strongest points?

What were the intern's weakest points?

If you have an available permanent position in your organization, would you consider this intern for the position? Please explain.

This evaluation may \_\_\_\_\_ or may not \_\_\_\_\_ be shared with the intern.

Name of Internship Worksite/Facility \_\_\_\_\_

Name/title of Supervisor \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email the form to Era Ibarra at [era.ibarra@ttu.edu](mailto:era.ibarra@ttu.edu). She can be reached at her email address or 806-834-3729 if you have any questions about this form.