

J-1 STUDENT INTERN EVALUATION SAMPLE

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

- ✓ Regulations require that hosts must develop procedures for evaluating all student interns.
- ✓ Regulations require that the student intern and his or her immediate supervisor sign the evaluation form(s).
- ✓ Number of evaluations to be administered:
 - All programs require a concluding evaluation
 - For programs 6 months or more, at least two evaluations are required; one at the midpoint and one at the conclusion.
- ✓ Evaluations are to be completed before the internship program ends and submitted to OISS no later than 15 days after the intern's program end date.
- ✓ This is a sample only: departments are not required to use this evaluation format.

INTERN INFORMATION:

Surname:	Given Name(s):		
SEVIS ID #: N	PID #: A/Z		
Supervisor's Name:	Supervisor's Department:		
Internship Start Date: ___/___/___	End Date: ___/___/___	Total Hours Worked:	
Describe Student Intern's Daily Responsibilities:			

NUMERICAL ASSESSMENT OF SKILLS:

4 = Exceptional 3 = Average 2 = Limited/Minimal 1 = Lacks Skill N/A = Not Applicable

Communication/Interpersonal Skills (Oral and Written): _____

Problem Solving/Decision Making Skills: _____

Organizational Skills/Time Management: _____

Technical Skills: _____

Initiative/Leadership: _____

Attitude/Professionalism: _____

Willingness to ask for help and receive guidance: _____

Overall development and progress throughout program: _____

Overall Performance: _____

QUALITATIVE ASSESSMENT OF SKILLS:

Has the student intern successfully completed the objectives of the internship program?

What would you recommend this student intern do to make him or her better prepared for the workplace (courses, activities, skill, etc.)?

Additional Comments:

REQUIRED SIGNATURES:

Immediate Supervisor

Student Intern