**UNCG** **Concentration in Museum Studies**

**INTERNSHIP EVALUATION FORM**

Send to: Dr. Anne Parsons, Director of Public History

UNCG Department of History

P.O. Box 26170

Greensboro, NC 27402-6170

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the evaluation, adding any comments in the spaces provided after each question or at the end of this form.

1. Overall Satisfaction \_\_\_\_\_ high \_\_\_\_\_ medium \_\_\_\_\_ low

2. Excellent Acceptable Poor

Attendance and Punctuality \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Reliability \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Relationship with Coworkers \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Relationship with Mentor(s) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Initiative \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3. Skill/Knowledge Development. . .

with regard to daily tasks \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

with regard to achievement of

learning objectives (if different

from above) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4. a. Have you identified lack of specific skills or knowledge that, in your opinion, a student at the intern’s level should have? If so, please describe.

b. If answer to question a. is yes, have you discussed this with intern?

5. Do you find the intern open to feedback? Is this consistent or situational?

6. How does the intern handle stress and ambiguity?

7. How does the intern use slack periods of time?

8. Have you increased the intern’s responsibility? Why or why not?

9. Additional comments:

Please write you name and title and add signature below. Thank you.

Supervisor’s name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_