

MTSU Graduate Program in English: Internship Evaluation and Feedback Form

We appreciate your willingness to act as an internship supervisor, and we invite you to share your insights about the experience by completing the following evaluation. This document is intended to facilitate communication among employers, interns, and the Graduate Program in English. Interns will have access to this form; we ask that you return the completed form to them, and we encourage you to discuss your feedback with them. You are welcome to skip any questions you would prefer not to answer. If you have questions or concerns, please contact Director of Graduate Studies Dr. Bill Levine at William.Levine@mtsu.edu

Student-Intern Name _____

Internship Supervisor Name _____

Supervisor Job Title _____

Organization _____

Internship start date _____ Internship end date _____

Please provide a rating of the intern's performance in the following areas:

	Outstanding	Strong	Acceptable	Needs Improvement	Unacceptable	No basis for evaluation
Professionalism						
Oral Communication						
Written Communication						
Critical thinking and problem solving						
Creativity						
Accuracy and attention to detail						
Ability to collaborate						
Receptiveness to feedback						
Ability to meet deadlines						

Narrative Evaluation:

Please comment on the intern's preparation to complete the job tasks expected in this position and on the intern's contributions to your organization.

What were the strengths of the intern's performance and what growth did you see in the student over the course of the internship?

In what areas could the intern improve?

Do you have any suggestions for how the Graduate Program in English could facilitate a better internship experience?

Based on this experience, would you be willing to hire another intern from the MTSU Graduate Program in English and/or would you recommend hiring an intern to other organizations?

Any other feedback you would like to communicate to the intern or the MTSU Graduate Program in English?

Supervisor's Signature _____ Date _____