

University of Minnesota - Humphrey Institute of Public Affairs

*Email, mail or fax to: Martha Krohn [mkrohn@umn.edu](mailto:mkrohn@umn.edu)  
225 Humphrey Center  
301 – 19<sup>th</sup> Ave S, Minneapolis, MN 55455  
Phone: 612-625-3585 Fax: 612-626-0002*

**INTERNSHIP SUPERVISOR'S EVALUATION**

We appreciate the internship opportunity you have made available to a Humphrey Institute graduate student. We are asking that you take a few minutes to describe the experience from your point of view. Your evaluation will be used in a discussion of the internship with the student and in evaluating the internship program. We appreciate getting your response as soon as possible after the completion of the internship. Thank you!

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DATE:

NAME & TITLE:

ORGANIZATION & ADDRESS:

WORK PHONE:

EMAIL:

NAME OF INTERN:

DATES OF INTERNSHIP:

Please attach brief answers to the following questions:

1. What was the most important project for which you hired this intern? Was it accomplished satisfactorily?
2. How would you evaluate this intern in the following areas: (please note specific suggestions for improvement if needed)
  - a. Professional development (professional attitude toward the internship, professional ethics, initiative, ability to understand key elements of the organization)
  - b. Organizational skills (ability to articulate goals and efficiency in achieving them, ability to use resources effectively and to enlist the cooperation of others where appropriate)
  - c. Communication skills (ability to express ideas clearly in spoken, written or graphic form; accuracy in communication)
  - d. Research and analysis skills (ability to assemble, analyze and interpret data appropriately)
3. In general, what are the intern's greatest strengths? What areas need improvement?
4. Can you suggest any improvements in our internship program?
5. May we contact you about the possibility of future internship opportunities?

Thank you!