

**Appendix 4**

Dear Intern Supervisor:

At the end of the internship we would appreciate your evaluation of the student's performance. You may complete the evaluation on-line at [http://www.acadweb.wwu.edu/polsci/administrativeinternships/supervisor\\_form.html](http://www.acadweb.wwu.edu/polsci/administrativeinternships/supervisor_form.html). Or, you may print and complete this form, use your own agency evaluation form, or write a letter. To treat the evaluation as confidential, mail it directly to me at the Department of Political Science (see address at top of page). You may treat it as non-confidential and have the intern include it as part of his or her Internship Portfolio.

The University and the Department of Political Science appreciate your cooperation in providing the internship experience for our students.

Sara J. Weir, Ph.D.

Chair

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**INTERN EVALUATION**

Intern's Name \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Agency \_\_\_\_\_

	<b>Superior</b>	<b>High</b>	<b>Average</b>	<b>Low</b>	<b>Failure</b>
Completion of work on time					
Quality of completed work					
Initiative and independent thinking					
Willingness to learn new tasks					
Ability to establish contact with clients (if applicable)					
Ability to establish contact with employees					
Ability to communicate with supervisor					

**Comments:**

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