

**The Ohio State University
Department of Art Education
Arts Policy and Administration Program**

INTERNSHIP EVALUATION

Internship Site _____

Supervisor's Name & Position _____

Student's Name _____ Date _____

Give a brief description of the student's duties and responsibilities: _____

Instructions: Please use these guidelines to rank the following:

E=EXCELLENT (4 points): Always performed above the level of a skill expected by supervisor

V=VERY GOOD (3 points): Occasionally performed above level of skill expected

G=GOOD (2 points): Performed at level of skill expected

F=FAIR (1 point): Frequently performed at level of skill expected

U=UNSATISFACTORY (0 points): Rarely performed at level of skill expected

Performance of Duties (circle one for each)

- | | | | | | |
|---|----------|-----------|----------|----------|----------|
| 1. Ability to follow instruction of supervisor. | E | VG | G | F | U |
| 2. Willingness to ask questions if unsure of procedure. | E | VG | G | F | U |
| 3. Ability to maintain work schedule. | E | VG | G | F | U |
| 4. Completes tasks by deadline. | E | VG | G | F | U |
| 5. Ability to work independently. | E | VG | G | F | U |
| 6. Ability to take initiative. | E | VG | G | F | U |

Resources and Skills (circle one for each)

- | | | | | | |
|--|----------|-----------|----------|----------|----------|
| 1. Ability to organize project materials. | E | VG | G | F | U |
| 2. Ability to plan tasks. | E | VG | G | F | U |
| 3. Ability to accomplish tasks. | E | VG | G | F | U |
| 4. Ability to undertake unfamiliar activities willingly. | E | VG | G | F | U |
| 5. Ability to solve problems with a variety of methods. | E | VG | G | F | U |
| 6. Ability to express ideas and concerns verbally. | E | VG | G | F | U |
| 7. Ability to express ideas and concerns in writing. | E | VG | G | F | U |

Interaction with Colleagues (circle one for each)

- | | | | | | |
|--|----------|-----------|----------|----------|----------|
| 1. Ability to get along with colleagues. | E | VG | G | F | U |
| 2. Ability to accept criticism. | E | VG | G | F | U |
| 3. Ability to work as a team member. | E | VG | G | F | U |

Please use the remainder of this page for additional comments:

My internship supervisor has discussed this evaluation with me.

Student's signature _____

Supervisor's signature _____

Telephone number _____