

Internship Evaluation (for Host Organization)

Instruction Sheet:

In order for KUSCO to ensure the quality of internship programs, host organizations should complete the Intern Evaluation Form as attached and return it to KUSCO.

1. This form should be completed by the individual who has supervised the Intern's work assignments.
2. Both interns and their immediate supervisors must sign the evaluation forms.
3. For programs exceeding six months' duration, at a minimum, mid-term and final evaluations are required. For programs of six months or less, at a minimum, final evaluations are required.
4. Attached forms are for mid-term and final evaluation. Keep and use the correct evaluation sheet as appropriate.
5. This evaluation is to be placed in the KUSCO's intern file for three years following the completion of each internship program.

To Hosting Organizations: At the mid-term and end of the internship, please fill out and return the Intern Evaluation Form to KUSCO, Responsible Officer, KUSCO, Email: west@kusco.org or Fax: (703) 847-8592. Please send the evaluation form no later than 3 days prior to your program midpoint and end date.

For more information, please contact Responsible Officer, KUSCO, Email: west@kusco.org; Phone: (703) 942-8470. You may also refer to Code of Federal Regulations 22CFR62.22.

Internship Evaluation (for Host Organization)

Mid-Term Evaluation Report

Please complete this evaluation form return it to KUSCO no later than 3 days prior to the program midpoint date.

Intern Name: _____ Date: _____

Rating Period: From _____ To _____

Name of the Organization: _____

Organization Supervisor's Name: _____

Email: _____ Phone: _____

Evaluation form key:

5—**Outstanding** performance

4— Consistent **High Quality** performance

3—**Satisfactory** performance

2—Inconsistent **Low Level** performance

1—**Unsatisfactory** performance

N—Not observed

For each question, circle one answer (1 is low, 5 is high):

	1	2	3	4	5	N
Was adequately prepared to work in your program						
Establishes realistic work goals						
Is willing to learn						
Follows through on tasks						
Possesses skills commensurate with academic degree						
Demonstrates ability to communicate ideas orally						
Has ability to communicate in writing						
Understands the concepts and applicable standards and procedures.						
Able to apply classroom experience to real time projects.						

	1	2	3	4	5	N
Able to receive criticism						
Understands and is sensitive to individual and group needs						
Integrates with co-workers						
Has a pleasant manner and appearance						
Attendance						
Punctuality						
General Evaluation						

Provide any further comments regarding the Intern's performance:

Comments to KUSCO: *Do you have suggestions or comments as to how KUSCO might enhance the Internship Program to benefit your organization and the experience of students?*

Evaluator: _____
Signature *Title* *Date*

Intern: _____
Signature *Date*

Please return to KUSCO, Email: west@kusco.org or Fax: (703) 847-8592.

Internship Evaluation (for Host Organization)

Final Evaluation Report

Please complete this evaluation form return it to KUSCO no later than 3 days prior to the program end date.

Intern Name: _____ Date: _____

Rating Period: From _____ To: _____

Name of the Organization: _____

Organization Supervisor's Name: _____

Email: _____ Phone: _____

Evaluation form key:

5—**Outstanding** performance

4— Consistent **High Quality** performance

3—**Satisfactory** performance

2—Inconsistent **Low Level** performance

1—**Unsatisfactory** performance

N—Not observed

For each question, circle one answer (1 is low, 5 is high):

	1	2	3	4	5	N
Was adequately prepared to work in your program						
Establishes realistic work goals						
Has ability to plan and organize						
Follows through on tasks						
Possesses skills commensurate with academic degree						
Demonstrates ability to communicate ideas orally						
Has ability to communicate in writing						
Understands the concepts and applicable standards and procedures.						
Able to apply classroom experience to real time projects.						
Has shown an increase in skill levels						

	1	2	3	4	5	N
Able to receive criticism						
Understands and is sensitive to individual and group needs						
Integrates with co-workers						
Has a pleasant manner and appearance						
Changes in performance since the time of the mid-term evaluation						
Attendance						
Punctuality						
General Evaluation						

Comments: *Include remarks regarding areas showing strength, areas needing development, and any additional comments that will aid in determining the candidate's capabilities and potential for professional development.*

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Additional Comments to KUSCO: *Do you have suggestions or comments as to how KUSCO might enhance the Internship Program to benefit your organization and the experience of students?*

Evaluator: _____
Signature *Title* *Date*

Intern: _____
Signature *Date*

Please return to KUSCO, Email: west@kusco.org or Fax: (703) 847-8592.