

HIST 299R
INTERNSHIP SUPERVISOR'S MIDTERM EVALUATION

Student's Name: _____

Internship Supervisor: _____

Internship Organization: _____

DIRECTIONS: The mid-term evaluation provides an opportunity for both the Internship Supervisor and the student intern to reflect on the progress of the internship and to make any necessary changes. This evaluation also allows the History Internship Coordinator to monitor the development of the intern and address any problems with the student or internship provider. If possible, please discuss the results of your evaluation with the student and discuss any areas of improvement with him/her. The student should provide you with a stamped, addressed envelope in which to submit this form, or it can be submitted electronically to the History Internship Coordinator via e-mail.

Please check the appropriate space to indicate the student's progress:

1. Career Related Learning: How well does the student understand the role of the internship organization and the career opportunities available to him/her?

- Very Well
 Satisfactory
 Needs Improvement (Please indicate the nature of improvement needed.)

2. Skills: To what degree does the student possess, learn, and apply the skills relevant to this position?

- Very Well
 Satisfactory
 Needs Improvement (Please indicate the nature of improvement needed.)

3. Human Relations: How well does the student accept suggestions and relate to fellow workers, supervisors, and subordinates?

- Very Well
 Satisfactory
 Needs Improvement (Please indicate the nature of improvement needed.)

4. Quality of Work: Overall, how would you rate the quality of the student's work?

- Very Good
 Satisfactory
 Needs Improvement (Please indicate the nature of improvement needed.)

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5. Quantity of Work: Overall, how would you rate the student's productivity at the internship?

- Very Good
- Satisfactory
- Needs Improvement (Please indicate the nature of improvement needed.)

6. Other Characteristics. (Please check the appropriate box.)

Characteristics	Very Good	Satisfactory	Needs to Improve
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments about the student or ways that we could improve our internship program. Your comments and feedback are very important to us.

Signature of Internship Supervisor: _____

Date: _____

Please send all required documents to the History Internship Coordinator:

BYU History Internship Office
 2130F JFSB
 Provo, UT 84602
hist_intern@byu.edu
 (801) 422-1789