



Internship Evaluation Form (Form IEF)

School of Public Affairs and Administration
Western Michigan University
220 E. Walwood Hall
Kalamazoo, MI 49008-5440
(269) 387-8930

Final Student/Supervisor

(This evaluation is completed by the organization/agency person arranged to supervise the student in his/her internship.)

Date: _____ Student: _____

Organization/Agency: _____

Organization/Agency Contact Person (and Intern's Supervisor): _____

Organization/Agency Address: _____

Organization/Agency Contact Person (Intern's Supervisor) Phone: _____

Organization/Agency Contact Person (Intern's Supervisor) E-mail: _____

To evaluate the student's competence, the organization/agency contact person and student jointly review the student's performance in terms of the criteria specified in the evaluation instrument. Following their review and discussion, the organization/agency contact person (supervisor) completes this instrument using the following scale to evaluate the student's performance.

- 4 = The student demonstrates this skill or knowledge
- 3 = The student demonstrates this skill or knowledge with minimal direction required.
- 2 = The student has some ability in this area, but performance continues to require close supervision.
- 1 = The student does not demonstrate this ability
- N/A = Does not apply

Following the completion of the instrument, the student reviews it and writes comments in the section indicated. If the student wishes, he or she may append an additional statement to the instrument. Finally, the organization/agency contact person and the student both sign and date the instrument. The organization/agency sends the instrument to the Director of SPAA. Two copies of this completed form should be made so that both the organization/agency and the student have one for their individual files.

Mail or email this form to:
Dr. Udaya Wagle, Professor
School of Public Affairs and Administration
PADM 7120
Western Michigan University
220 E. Walwood Hall
Kalamazoo, Michigan 49008-5440
E-mail: udaya.wagle@wmich.edu



Professional Field Experience (Internship) PADM 7120 for Graduate Students

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This form may be used any time during internship, if requested by the organization/agency contact person (intern's supervisor).

Student (Intern) Name: _____ Date: _____

Organization's/Agency's Supervisor Name: _____

Personal	*Score 4 - 1 or N/A	Communication	*Score 4 - 1 or N/A
Demonstrates a positive attitude		Uses effective verbal and nonverbal communication	
Demonstrates Initiative		Uses proper grammar & vocabulary	
Demonstrates a commitment to the organization's behavior		Demonstrates leadership characteristics	
Exhibits responsible behavior		Demonstrates effective public speaking skills	
Understands importance of ethical behavior		Uses effective listening skills	
Demonstrates honesty and integrity		Demonstrates importance of cross-cultural communication	
Demonstrates a commitment to service		Demonstrates the ability to address members of various constituent groups	
Understands the importance of confidentiality		Develops positive working relationships with staff & volunteers	
Understands the importance of accountability		Able to handle constituent requests	
Demonstrates the ability to be an effective team member		Demonstrates ability to resolve conflict	
		Demonstrates understanding of group dynamics	
Employability Skills		Risk Management	
Exhibits appropriate personal appearance		Understands importance of risk management	
Demonstrates basic computer literacy skills		Explains effective risk & crisis-management procedures	
Work Effectiveness		Working with others	
Demonstrates problem-solving ability		Peers & Co-workers	
Ability to work under pressure		Supervisor(s)	
Meets performance objectives		Clients/constituents	
Ability to manage time		Others	
Ability to create short-term plans		Note: Scores 4= Best; 1 = Needs	
Ability to create long-term plans		improvement	
Implementation of plans			



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Program Specific Criteria	Student Comments	Supervisor Comments
Apply theories and techniques of leadership and management in contexts of public governance		
Demonstrate the ability to participate in and contribute to the public policy process		
Analyze problems, synthesize information, think critically, and make evidence-based decisions in order to solve public and collective problems		
Articulate and apply a public service perspective focused on common good, liberty, social justice for all, and democratic governance		
Communicate and interact productively with a diverse and changing workforce and citizenry		

Student (Intern) signature: _____ Date: _____

Organization/Agency Supervisor signature: _____ Date: _____

PADM 7120 Professor signature: _____ Date: _____