

AGENCY INTERNSHIP SUPERVISOR'S EVALUATION

We appreciate the internship opportunity that you have made available to a CPAP Master of Public Administration student. Please take a few minutes to describe the experience from your point of view. Your evaluation will be used in a discussion of the internship with the student and in evaluating the internship program. Your evaluation will be placed in the student's file and may be used as a resource for letters of recommendation. Thank you for your time.

Please return the evaluation to:

MPA Internship Coordinator
Center for Public Administration and Policy
Virginia Tech
104 Draper Road mailstop 0520
Blacksburg, VA 24061-0520

Phone: (540) 231-5133

FAX: (540) 231-7067

Date: _____

Dates of Internship: _____

Intern's Name: _____

Your Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Center for Public Administration and Policy, Virginia Tech

1. Briefly describe the intern's centerpiece project and primary tasks during the internship. Rate the intern's level of performance for each task listed (fair/satisfactory/excellent).

2. Please evaluate the intern in the following areas, noting specific suggestions for improvement if needed:

a. Professional development (professional attitude toward the internship, professional ethics, initiative, ability to assume responsibility, and the ability to understand key elements of the organization)

b. Organizational and time management skills (ability to complete tasks in a timely and efficient manner, ability to utilize resources effectively, and the ability to enlist the cooperation of others where appropriate)

c. Communication skills (ability to express ideas clearly in spoken, written, and/or graphic form, and accuracy in communication):

d. Research and analytical skills (ability to assemble, analyze, and interpret data appropriately)

3. Overall, what are the intern's greatest strengths? What areas need improvement?

4. Please share your suggestions for improving the internship program with us.

If you have additional comments, please use the back of this form. Thank you.