

**Master of Public Administration**  
**Intern Evaluation Form**  
**Supervisor's Evaluation**

Department of Political Science  
Kansas State University

**Intern's Name:**

**Supervisor's Name:**

Internship start date: \_\_\_\_\_ End date: \_\_\_\_\_

Internship Location: \_\_\_\_\_

Intern Position Title: \_\_\_\_\_ Hours worked per week \_\_\_\_\_

**Brief summary of the internship responsibilities/assignments/projects:**

**Please evaluate the student according the following rating scale:**

- 1 Needs Improvement –does not meet expectations
- 2 Poor – seldom demonstrates this ability/rarely meets expectations
- 3 Fair – sometimes demonstrates this ability/meets expectations
- 4 Good – usually demonstrates this ability/sometimes exceeds expectations
- 5 Excellent – always demonstrates this ability/consistently exceeds expectations

**A. Ability to Learn**

- 1. Asks pertinent and purposeful questions 1 2 3 4 5 NA
- 2. Seeks out and utilizes appropriate resources 1 2 3 4 5 NA
- 3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4 5 NA

**B. Reading & Writing Skills**

- 1. Reads/comprehends/follows written materials 1 2 3 4 5 NA
- 2. Communicates ideas and concepts clearly in writing 1 2 3 4 5 NA

**C. Listening and Oral Communication Skills**

- 1. Listens to others in an active and attentive manner 1 2 3 4 5 NA
- 2. Effectively participates in meetings or group settings 1 2 3 4 5 NA
- 3. Demonstrates effective verbal communication skills 1 2 3 4 5 NA

**D. Creative Thinking and Problem Solving Skills**

- 1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5 NA
- 2. Brainstorms/develops options and ideas 1 2 3 4 5 NA
- 3. Demonstrates an analytical capacity 1 2 3 4 5 NA

**E. Professional and Career Development Skills**

- 1. Exhibits self-motivated approach to work 1 2 3 4 5 NA
- 2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5 NA
- 3. Exhibits professional behavior and attitude 1 2 3 4 5 NA

**F. Interpersonal and Teamwork Skills**

- 1. Manages and resolves conflict in an effective manner 1 2 3 4 5 NA
- 2. Supports and contributes to a team atmosphere 1 2 3 4 5 NA
- 3. Demonstrates assertive yet appropriate behavior 1 2 3 4 5 NA

**G. Organizational Effectiveness Skills**

- 1. Seeks to understand and support the organization’s mission/goals 1 2 3 4 5 NA
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5 NA
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5 NA

**H. Basic Work Habits**

- 1. Reports to work as scheduled and on-time 1 2 3 4 5 NA
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5 NA
- 3. Dress and appearance are appropriate for this organization 1 2 3 4 5 NA

**I. Character Attributes**

- 1. Brings a sense of values and integrity to the job 1 2 3 4 5 NA
- 2. Behaves in an ethical manner 1 2 3 4 5 NA
- 3. Respects the diversity of co-workers 1 2 3 4 5 NA

**J. Comments:**

**K. Overall Performance during the Internship Experience**

Unsatisfactory		Poor		Average		Good		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
(F	D	D+	C-	C	C+	B-	B	B+	A-	A)

Field Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_