Department of Urban Planning

This form is to be filled out **by the internship supervisor** at the end of the internship period. If possible, please review your appraisal with the student intern. Please return it to the department office when complete or email to **crhine@bsu.edu**

Name of Intern: _____

Agency: _____

Supervisor: _____ Title: _____

GENERAL PERFORMANCE

For each of the following criteria, rank the employee from 1 (worst) to 10 (best), or N.A. (not applicable).

1. Competence in the Field

1 2 3 4 5 6 7 8 9 10 N.A.

2. Organizational and Administrative Effectiveness
(Planning, organizing, and implementing tasks for programs)

1 2 3 4 5 6 7 8 9 10 N.A.

3. Forming Professional Relationships

1 2 3 4 5 6 7 8 9 10 N.A.

4. Demonstrating Initiative and Resourcefulness

1 2 3 4 5 6 7 8 9 10 N.A.

5. Leadership

1 2 3 4 5 6 7 8 9 10 N.A

6. Professional Judgement

1 2 3 4 5 6 7 8 9 10 N.A.

7. Professional Development and Growth

1 2 3 4 5 6 7 8 9 10 N.A.

8. Contribution to the Overall Goals of the Agency or Office

1 2 3 4 5 6 7 8 9 10 N.A.

Please return to crhine@bsu.edu

R. Wayne Estopinal College of Architecture and Planning
Muncie, Indiana 47306-0315 | Phone: 765-285-1963 | Fax: 765-285-2648

SPECIFIC STRENGTHS AND WEAKNESSES

1. List major accomplishments of the intern during this appraisal period.

2. List areas in which performance could be improved.

INTERN'S PERFORMANCE

Rank the employee from 1 (worst) to 10 (best), or N.A. (not applicable).

1. Overall performance

1 2 3 4 5 6 7 8 9 10 N.A.

2. Reviewed with intern? yes_____ no_____

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