Department of History Loyola University Chicago

# HISTORY 398 HISTORY INTERN EVALUATION

Intern performance evaluation to be completed by the site supervisor. Feel free to attach a response to questions 1-4 instead of writing below.

Please return completed evaluations to the History Department Internship Coordinator, Dr. Patricia Mooney-Melvin ([pmooney@luc.edu](mailto:pmooney@luc.edu)).

Name of Intern:

Name of Supervisor:

Site Name, City & State:

Supervisor Title:

Supervisor Email:

Intern's Starting Date: Ending Date:

No. of Hours Worked Per Week:

Dept(s) in which Intern Worked:

Date of Evaluation:

1. Briefly describe the tasks the Intern was expected to perform:
2. List the skills learned and abilities demonstrated by the Intern during the semester:
3. In your opinion, based on the list in 2) above, identify any deficiencies the Intern should work to rectify:
4. How would your assess the overall contribution that the Intern made to your agency or organization?

For each of the following statements, circle your answer where 5=strongly agree, 4=agree, 3=undecided, 2= disagree, 1=strongly disagree, 0=not applicable (Intern has had no opportunity to demonstrate these abilities)

I am satisfied with the Intern's...

|  |  |
| --- | --- |
| a. Knowledge of history | 5 4 3 2 1 0 |
| b. Research skills | 5 4 3 2 1 0 |
| c. Oral communication skills | 5 4 3 2 1 0 |
| e. Proficiency in use of information technology | 5 4 3 2 1 0 |
| f. Ability to spot & correct mistakes | 5 4 3 2 1 0 |
| g. Responsiveness to suggestions & criticism | 5 4 3 2 1 0 |
| h. Initiative | 5 4 3 2 1 0 |
| i. Level of creativity | 5 4 3 2 1 0 |
| j. Dependability and dedication | 5 4 3 2 1 0 |
| k. Organizational skills | 5 4 3 2 1 0 |
| l. Ability to meet deadlines | 5 4 3 2 1 0 |
| m. Ability to work independently | 5 4 3 2 1 0 |
| n. Ability to cooperate with others | 5 4 3 2 1 0 |
| o. Level of courtesy to others | 5 4 3 2 1 0 |
| p. Personal appearance related to job requirements | 5 4 3 2 1 0 |
| q. Confidence & positive self-image | 5 4 3 2 1 0 |
| r. Ability to adapt to rules & policies of job site | 5 4 3 2 1 0 |
| s. Ability to resolve problems & conflicts | 5 4 3 2 1 0 |
| t. Flexibility | 5 4 3 2 1 0 |
| u. Punctuality & regularity in attendance | 5 4 3 2 1 0 |

What grade would you recommend be assigned to the Intern's overall performance this semester? (Circle one) A B+ B C+ C D+ D F

May we have your permission to share this evaluation with the Intern? Yes No Comment:

Would you be willing to accept another Loyola University History Intern in the future? Yes No Comment: