**INTERNSHIP PERFORMANCE EVALUATION**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours Completed: \_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This internship opportunity provided by your organization is among the most valuable learning experiences associated with the UCLA MPP program. Thank you for your support and involvement in this essential process.Please use the following scale in providing feedback about our student intern:

Please return via hard copy to:

Maciek Kolodziejczak
**UCLA Luskin School of Public Affairs**Director of Student Services, Department of Public Policy
3250 Public Affairs Building - Box 951656

Los Angeles, CA 90095-1656

Or via email attachment: maciek@luskin.ucla.edu

**1** = Outstanding

**2** = Very Effective

**3** = Effective

**4** = Improvement Possible

**5** = Improvement Required

**NA** = Not Applicable

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **NA** | **Comments** |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Initiative/ Resourcefulness |  |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |  |
| Acceptance of responsibility |  |  |  |  |  |  |  |
| Flexibility |  |  |  |  |  |  |  |
| Ability to integrate self into work team |  |  |  |  |  |  |  |
| Ability to exercise own judgment appropriately |  |  |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |  |  |
| Interpersonal communication skills |  |  |  |  |  |  |  |
| Accepts feedback and suggestions |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Skills and Abilities** |  |  |  |  |  |  |  |
| Manages time efficiently |  |  |  |  |  |  |  |
| Proficiency in technical skills required for the internship setting |  |  |  |  |  |  |  |
| Facilitation skills in groups |  |  |  |  |  |  |  |
| Establishes realistic/measurable objectives |  |  |  |  |  |  |  |
| Selects appropriate methods to meet objectives |  |  |  |  |  |  |  |
| Clear and effective with written communication |  |  |  |  |  |  |  |
| Clear and effective with oral communication |  |  |  |  |  |  |  |
| Acumen in perceiving organizational culture and protocols |  |  |  |  |  |  |  |

Please comment below:

1. Professional development/strengths:

2. Recommendations for professional growth:

3. Contribution to the organization as an intern:

4. How well did the UCLA MPP program prepare the student for this internship?

5. For possible future interns or job seekers with your organization, how can the UCLA MPP Program better prepare our students?

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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