

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:

- 1** = Improvement Required
- 2** = Improvement Possible
- 3** = Effective
- 4** = Very Effective
- 5** = Outstanding
- NA** = Not Applicable

Please return via hard copy to:
 Annie L. Kim
 UCLA Luskin School of Public Affairs
 Department of Public Policy
 3250 Public Affairs Building - Box 951656
 Los Angeles, CA 90095-1656

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

	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: _____

A direct email from the Supervisor may be used in lieu of a cursive signature.