

# Intern Evaluation Form

(To be completed by Host Department and Student Intern before intern returns to home country.)

Conducting an evaluation at the end of a student intern's program is required. For programs longer than 6 months, an evaluation must also be conducted at the mid-way point. The completed and signed evaluation form must be uploaded to the *Documents* section of the intern's ISSS Scholar Portal so it can become part of the intern's immigration file.

If an extension request is made on behalf of the intern, a completed intern evaluation must be submitted with the request for program extension. Host departments must be current on intern evaluations for all interns under their sponsorship to have J-1 applications processed for a new intern.

## **PART I (To be completed by host department):**

Intern's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Department: \_\_\_\_\_

Check One: Mid-Program Evaluation \_\_\_\_\_ End-of-Program Evaluation \_\_\_\_\_

**Evaluate the intern's performance related to the specific objectives as outline in the Training Plan.**

Excellent \_\_\_\_\_ Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

**Were there any deficiencies or problem areas that should be addressed?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please comment:

**How would you rate the overall training program and its benefits to you?**

Excellent \_\_\_\_\_ Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

Any Other Comments:

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II (to be completed by student intern):**

Full name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates of current training program: \_\_\_\_\_ to \_\_\_\_\_

**How would you rate the overall training program and its benefits to you?**

Excellent \_\_\_\_\_ Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

**Other Comments:**

**I hereby certify that I have read the Intern evaluation completed by my sponsoring professor.**

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_