**LSJ Internship Evaluation Form**

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| **Intern’s Name:** |  | **Your Name:** |  |
| **Your Email:** |  | **Organization:** |  |

**Did the student meet the 100 hour work commitment?**  **YES NO**

Please rate your intern in the following areas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Thinking/Problem Solving** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **N/A** |
| Shows a sincere interest in understanding the organization, their role, and their assigned tasks |  |  |  |  |  |
| Practices sound judgment based on an analysis of available data and information |  |  |  |  |  |
| Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles |  |  |  |  |  |
| Seeks out resources and/or asks for help when unsure about how to proceed on tasks |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Communication / Leadership** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **N/A** |
| Clearly and efficiently conveys ideas orally to persons inside and outside the organization |  |  |  |  |  |
| Communicate ideas clearly in writing in a manner suited to the intended audience |  |  |  |  |  |
| Manages their own emotions and works to understand and empathize with others |  |  |  |  |  |
| Takes initiative and seeks opportunities to contribute |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Teamwork / Collaboration / Intercultural Fluency** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **N/A** |
| Builds constructive working relationships with individuals from a range of backgrounds |  |  |  |  |  |
| Demonstrates inclusiveness, sensitivity, and respect for individuals’ differences |  |  |  |  |  |
| Contributes effectively to collaborative projects |  |  |  |  |  |
| Adapts well to emerging requests from managers, coworkers, and customers |  |  |  |  |  |

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| **Professionalism / Work Ethic / Technology** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **N/A** |
| Demonstrate respect for organizational staff, policies, and norms |  |  |  |  |  |
| Maintains a regular schedule, makes up missed hours, and is punctual and present |  |  |  |  |  |
| Organizes and prioritizes work, manages time, and sees tasks through from start to finish |  |  |  |  |  |
| Identifies and effectively uses appropriate technologies and programs to complete work |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Career Management** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **N/A** |
| Accepts constructive feedback from others and is able to learn from mistakes |  |  |  |  |  |
| Self-advocates in a professional manner |  |  |  |  |  |
| Can identify their strengths and weaknesses |  |  |  |  |  |
| Can articulate next steps to further prepare them for their future |  |  |  |  |  |

**What do you perceive to be the intern’s greatest strengths?**

**What areas of growth could improve the intern’s success in your field?**

Are you interested in a future intern from the Law, Societies, and Justice Program? **YES NO**

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_