The Ohio State University  
Department of Arts Administration, Education and Policy  

INTERNSHIP DESCRIPTION

Student’s Name_________________________________________________________

Internship Site __________________________________________________________

Address _______________________________________________________________

Supervisor’s Name__________________________________  Phone______________

Supervisor’s Title _______________________________________________________

Length of Internship _____________________ Hours Per Week/Quarter ___________

Please describe the intern’s duties in detail (administrative, research, development, clerical etc.):

Signature ________________________________________ Date _________________

Student

Signature ________________________________________ Date _________________

Intern Supervisor

Signature ________________________________________ Date _________________

Academic Advisor
The Ohio State University
Department of Arts Administration, Education and Policy

INTERNSHIP EVALUATION

Internship Site __________________________________________________________

Supervisor’s Name & Position______________________________________________

Student’s Name________________________________________  Date____________

Give a brief description of the student’s duties and responsibilities: ________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Instructions: Please use these guidelines to rank the following:

E=EXCELLENT (4 points): Always performed above the level of a skill expected by supervisor
V=VERY GOOD (3 points): Occasionally performed above level of skill expected
G=GOOD (2 points): Performed at level of skill expected
F=FAIR (1 point): Frequently performed at level of skill expected
U=UNSATISFACTORY (0 points): Rarely performed at level of skill expected

Performance of Duties (circle one for each)
1. Ability to follow instruction of supervisor. E VG G F U
2. Willingness to ask questions if unsure of procedure. E VG G F U
3. Ability to maintain work schedule. E VG G F U
4. Completes tasks by deadline. E VG G F U
5. Ability to work independently. E VG G F U
6. Ability to take initiative. E VG G F U

Resources and Skills (circle one for each)
1. Ability to organize project materials. E VG G F U
2. Ability to plan tasks. E VG G F U
3. Ability to accomplish tasks. E VG G F U
4. Ability to undertake unfamiliar activities willingly. E VG G F U
5. Ability to solve problems with a variety of methods. E VG G F U
6. Ability to express ideas and concerns verbally. E VG G F U
7. Ability to express ideas and concerns in writing. E VG G F U
**Interaction with Colleagues** (circle one for each)
1. Ability to get along with colleagues.  
   E   VG   G   F   U
2. Ability to accept criticism.  
   E   VG   G   F   U
3. Ability to work as a team member.  
   E   VG   G   F   U

Please use the remainder of this page for additional comments:

My internship supervisor has discussed this evaluation with me.

Student’s signature

Supervisor’s signature

Telephone number