

**Department of Arts Administration, Education and Policy
Internship Description**

Student Name: _____ OSU ID #: _____

Program: _____ Advisor: _____

Internship Site: _____

Address: _____

Internship Supervisor's Name & Title: _____

Supervisor's Telephone Number: _____ Supervisor's Email Address: _____

Length of Internship: _____ Hours per Week/Semester: _____

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

Signature, Student Date

Signature, Internship Supervisor Date

Signature, Academic Advisor Date

Department of Arts Administration, Education and Policy Internship Evaluation Form

Student Name: _____ Date: _____

OSU ID #: _____

Internship Site: _____

Supervisor's Name & Position: _____

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 by supervisor
- G = GOOD** (2 points): Performed at level of skill expected by supervisor
- F = FAIR** (1 point): Frequently performed at level of skill expected by supervisor
- U = UNSATISFACTORY** (0 points): Rarely performed at level of skill expected by supervisor

Performance Duties (check one for each)	E	V	G	F	U
1. Ability to follow instruction of supervisor					
2. Willingness to ask questions if unsure of procedure					
3. Ability to maintain work schedule					
4. Completes tasks by deadline					
5. Ability to work independently					
6. Ability to take initiative					
Resources and Skills (check one for each)	E	V	G	F	U
1. Ability to organize project materials					
2. Ability to plan tasks					
3. Ability to accomplish tasks					
4. Ability to undertake unfamiliar activities willingly					
5. Ability to solve problems with a variety of methods					
6. Ability to express ideas and concerns verbally					
7. Ability to express ideas and concerns in writing					
Interaction with Colleagues (check one for each)	E	V	G	F	U
1. Ability to get along with colleagues					
2. Ability to accept criticism					
3. Ability to work as a team member					

Please use this space for additional comments:

My internship supervisor has discussed this evaluation with me.

Signature, Student

Date

Signature, Supervisor

Date

Supervisor's Telephone Number

Supervisor's Email Address