UNIVERSITY OF
TEXAS
ARLINGTON

STUDENT INTERN PERFORMANCE EVALUATION
& CERTIFICATION OF HOURS WORKED

Dear Student Intern Supervisor:

UTA students in CAPPA's Master of Public Administration program, who enroll in the three-credit hours internship course, are expected to complete 300 hrs (20 hrs per week for 15 weeks in spring or fall) or 275 hours (25 hrs per week for 11 weeks in the summer) of professional work (paid or unpaid) in a program-related field. By filling out this form, you certify that the student has completed the hours required of professional work.

As part of their internship education MPA students are expected to informally discuss their progress on an ongoing basis with their supervisor during the internship period. This form provides a formal opportunity for evaluating the intern's overall work performance and is required for the student to receive academic credit.

Thank you for taking the time to provide this information!

Please note that this form must be completed and electronically submitted before _____to the following individual: (last day of class)

 1. MPA Director: Dr. David Coursey   **Email: dcoursey@uta.edu**   **Fax:** 817-272-5008

STUDENT INFORMATION:
Name: _____

Date employment/internship began: _____ Date employment/internship ended: _____
Hours per week _____

EMPLOYMENT/INTERNSHIP SUPERVISOR INFORMATION:

Name: _____

Title: _____Organization:_____

Address: _____

Phone: _____Email:_____

STATEMENT OF COMPLETION
I, _____, confirm that _____has
        (Name of supervisor)   (Name of student)

Under my supervision completed the hours of work required to receive academic credit.

Supervisor's signature and date: _____

Request for Letter of Evaluation

Dear Supervisor:

Please provide a letter evaluating the student intern. We request that you evaluate the Intern in the same manner as you would any employee and, if possible, address the following questions in your letter:

1. What were the student's work assignments?
2. Was the student generally responsible in the manner in which s/he handled the assignments?
3. Was the student prompt and regular in completing her/his assignments?
4. What were the student's strengths in completing the assigned tasks?
5. Did the student show initiative? Did s/he exert any extra effort?
6. Did the student show competence in written and oral communication skills?
7. In what areas do you recommend that the student work to improve her/his skills?

Any additional comments will be appreciated.

Evaluation of Student Intern Performance

1. Please rate the intern's performance on a scale from 1 to 5 where 1 = very low performance to 5 = very high performance.

Student Name _____

Ability to work effectively on a team or with other people
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Ability to compose written reports and memos
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Ability to make an oral presentation
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Ability to interface with the public or clients
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Ability to solve problems and think creatively
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Initiative and ability to work independently
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Knowledge expected of an entry-level employee
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Understanding of Professional Issues
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Acceptance of supervision and constructive criticism
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Attuned to political issues and sensibilities
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Management and decision skills
☐1 ☐2 ☐3 ☐4 ☐5 ☐ Not Assessed

Comments – Please provide additional comment related to the ratings provided above:

2. **As an employer, what is your overall estimate of this Intern as a potential staff member?**

_____ Would hire without reservation

Adapted from the Department of Urban and Regional Planning, SJSU and FSU

_____ Would hire with some reservation; (please specify the nature of the reservation, e.g., writing skills must be improved)

_____ Would not hire

Comments: Please provide additional comments related to the answer provided above:

3   Overall Comments on the Internship Program
Please provide comments or suggestions about how the internship program could be improved to better meet your agency's and/or the intern's needs.

Your Name: _____ Organization:_____
Date: _____