Dr. Michael Wm. Doyle Ball State University Department of History Burkhardt Building 213 Muncie, IN 47306-0480 Coordinator's Office: 765-285-8732 Departmental Office: 765-285-8700 Fax: 765-285-5612

E-mail: mwdoyle@bsu.edu

Internet: www.bsu.edu/classes/doyle/hist300.369

[HST300.369\INTRNEVL.FRM]

PUBLIC HISTORY INTERNSHIP PROGRAM

Intern Performance Evaluation Form to Be Completed by the Site Supervisor

Name of Intern:	`Supervisor:		
Site Name, City & State:	Supervisor Title:		
Intern=s Starting Date:	_ Ending Date:	No. of Hours Worked Per Week:	
Dept(s). in Which Intern Worked:_		Date of Evaluation:	
1) Briefly describe the tasks the Inte	rn was expected to per	rform:	
2) List the skills learned and abilities	s demonstrated by the	Intern during the semester:	
3) In your opinion, based on the list rectify:	in 2) above, identify a	ny deficiencies the Intern should work to	
4) How would your assess the overa	ll contribution that the	e Intern made to your agency or organization?	

For each of the following statements, circle your answer where 5=strongly agree, 4=agree, 3=undecided, 2= disagree, 1=strongly disagree, 0=not applicable (Intern has had no opportunity to demonstrate these abilities)

I am satisfied with the Intern=s		A	U	D	SD	NA			
a. Knowledge of history	5	4	3	2	1	0			
b. Research skills	5	4	3	2	1	0			
c. Oral communication skills	5	4	3	2	1	0			
d. Written communication skills	5	4	3	2	1	0			
e. Proficiency in use of information technology	5	4	3	2	1	0			
f. Ability to spot & correct mistakes	5 5	4	3	2	1	0			
g. Responsiveness to suggestions & criticism		4	3	2	1	0			
I am satisfied with the Intern=s		A	U	D	SD	NA			
h. Initiative	5	4	3	2	1	0			
I. Level of creativity	5	4	3	2	1	0			
j. Dependability and dedication	5	4	3	2	1	0			
k. Organizational skills	5	4	3	2	1	0			
l. Ability to meet deadlines	5	4	3	2	1	0			
m. Ability to work independently	5	4	3	2	1	0			
n. Ability to cooperate with others	5	4	3	2	1	0			
I am satisfied with the Intern=s		A	U	D	SD	NA			
o. Level of courtesy to others	5	4	3	2	1	0			
p. Personal appearance related to job requirements		4	3	2	1	0			
q. Confidence & positive self-image	5	4	3	2	1	0			
r. Ability to adapt to rules & policies of job site	5	4	3	2	1	0			
s. Ability to resolve problems & conflicts	5	4	3	2	1	0			
t. Flexibility	5	4	3	2	1	0			
u. Punctuality & regularity in attendance	5	4	3	2	1	0			
What grade would you recommend be assigned to the Intern=s overall performance this semester?									
(Circle one) A A- B+ B B- C+	C	C-	D+	D	D-	F			
May we have your permission to share this evaluation with the Intern? Yes No									
Comment:									
Would you be willing to accept another Ball State Public History intern in the future?									
Yes NoComment:									