SALEM COLLEGE INTERN EVALUATION
OFF-Campus Supervisor

Intern ___________________________________________ Date __________________________

Off-Campus Supervisor _______________________ Faculty Sponsor ___________________

Internship Site ___________________________________________________________________

Thank you for accepting a Salem College intern with your organization. Your efforts on behalf of the
student are very much appreciated. This evaluation is designed to provide information concerning
the intern's performance while working with your organization. Please complete this form in as much
detail as possible. Feel free to attach a separate sheet if necessary. Your evaluation of the student's
efforts will have a significant impact on her final grade. Many thanks for your assistance.

Using a scale of 1-10, with 10 being the highest possible score, please rank the Salem intern in the
following areas:

Motivation ________________________ Preparation for the internship ________________________
Responsibility ______________________ Human relation skills _________________________________
Communication Skills ______________ Ability to follow directions ____________________________
Level of professionalism ____________ Capacity for independent work ______________________

How would you characterize the intern's contributions to your organization?

_____Extremely useful _____Helpful _____Neutral _____ Not Helpful

Briefly describe the intern's primary duties with your organization.

Please mention any special strengths or weaknesses you noted about the intern's work with your
organization.
Approximately how many hours did your intern work at the internship site? ________________

Would you be willing to supervise another Salem College intern? ____ Yes ____ No

If no, please explain.

______________________________________________
Signature Off-Campus Supervisor

Please return this evaluation to the intern's faculty sponsor at Salem College, PO Box 10548, Winston-Salem, North Carolina  27108-0548.