



# Museum Studies Program Michigan State University Internship Evaluation Form

(to be completed by supervisor)

Semester (i.e. Summer 2017, Fall 2017) \_\_\_\_\_

Intern's Name \_\_\_\_\_

Please use the following scale to rate the intern's performance:

**N/A – Not applicable**

- 1 – Unacceptable** (Does not meet expectations)
- 2 – Needs further improvement** (Inconsistencies exist / rarely meets expectations)
- 3 – Proficient** (Consistently meets expectations)
- 4 – Distinguished** (Meets and usually exceeds expectations)
- 5 – Superb** (Always exceeds expectations)

1. Exhibits professional behavior and attitude	N/A	1	2	3	4	5
2. Displays a spirit of cooperation	N/A	1	2	3	4	5
3. Is self-motivated and willing to take on new projects	N/A	1	2	3	4	5
4. Works through assignments to completion	N/A	1	2	3	4	5
5. Demonstrates ability to learn new skills	N/A	1	2	3	4	5
6. Asks pertinent and purposeful questions	N/A	1	2	3	4	5
7. Accepts responsibility for mistakes and learns from experiences.	N/A	1	2	3	4	5
8. Brainstorms/develops options and ideas	N/A	1	2	3	4	5
9. Manages and resolves conflicts in an effective manner	N/A	1	2	3	4	5
10. Demonstrates effective verbal communication skills	N/A	1	2	3	4	5
11. Communicates clearly in writing	N/A	1	2	3	4	5
12. Reports to work as scheduled and on-time	N/A	1	2	3	4	5
13. Supports and contributes to a team atmosphere	N/A	1	2	3	4	5
14. Seeks to understand and support the organization's mission and goals	N/A					

On a scale of 1 to 5 (with 5 highest), how would you rank your satisfaction with this intern?

1    2    3    4    5

Do you believe the student achieved the goals articulated in the Internship Contract?

yes / no

Did the student satisfactorily complete the journal, summary statement, and portfolio requirement? yes / no

What do you perceive to be the student's strengths and weaknesses?

Do you have any additional critical comments regarding the student's performance?

If you had the opportunity to supervise this student again, is there anything you would do differently?

Please comment on the intern's ability to pursue a career in museums or cultural heritage institutions.

Additional comments or feedback:

I have completed this form and discussed its content with the intern.

Supervisor [please print or type] \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

This evaluation form  may /  may not be shared with the intern.

Once completed and signed, please return this form by attachment to an email sent to [macdowel@msu.edu](mailto:macdowel@msu.edu) OR by mail to Dr. Marsha MacDowell, MSU MSP, Michigan State University Museum, East Lansing, MI 48824-1045. If you have any questions please do not hesitate to contact Dr. MacDowell @ 517-290-5195 / [macdowel@msu.edu](mailto:macdowel@msu.edu). Thank you for your assistance and your participation in providing this student with an important educational experience.