

Arts Management

at



Arts Management Student Intern Evaluation

We appreciate your contribution to the professional growth and development of our students. In order for us to best assess the experience, we ask that you complete this form and return it to the intern or course instructor at the end of the internship period. Please note this form may be shared with the student; comments that will aid the student in career and related skill development are particularly encouraged. Your evaluation should be honest and constructive and should include both challenges and successes.

Semester: _____

Name of Intern: _____

Name of Host Organization: _____

Internship City/State: _____

Internship Supervisor: _____

Supervisor Email & Phone: _____

Please rate the following questions on a scale of 0 to 4 (0 = Unsatisfactory, 1 = Fair, 2 = Average, 3 = Very Good, 4 = Excellent).

Work Habits -- Shows up on time as scheduled. Appropriately communicates when a change of schedule is necessary. Puts in the agreed-upon number of hours each week.

1 2 3 4

Professionalism – provides a professional demeanor, appropriate attire and positive attitude.

1 2 3 4

Responsibility -- Follows through on each assignment, completes work on time.

1 2 3 4

Cooperative -- Is agreeable and willing to carry out assignments; works well with supervisor, patrons and others on staff.

1 2 3 4

Performance Skills—Shows initiative and curiosity; is a self-starter; shows ability to independently solve day-to-day problems.

1 2 3 4

Attitude – shows interest and enthusiasm in the daily activities of the job as well as the overall mission of the organization.

1 2 3 4

Intern's quality and quantity of work.

1 2 3 4

Did the intern make satisfactory progress towards completing his/her assigned projects/tasks for his/her internship?

- Yes
- No

Overall performance

1 2 3 4

Please comment on the Intern's potential in the field of Arts Management.

In what ways can the intern improve himself/herself?

What did you value most about this intern?

Is there any other information that you would like us to know?