

**UNH MPA Program  
Sponsoring Organization Evaluation of Student Intern**

Please complete this form in order to provide feedback on the UNH MPA intern currently working for your organization.

Organization Name \_\_\_\_\_

Student Intern Name \_\_\_\_\_

Internship Start Date \_\_\_\_\_ Date of this Review \_\_\_\_\_

Please rate on a scale of 1 to 5 the following qualities of the student intern with 5 being exemplary and 1 being poor. A 3 represents the intern is performing all tasks efficiently.

Quality	Description	Assessment (1 – 5)
Professionalism	Arrives on time, in appropriate attire. Uses appropriate dialogue and tone in discussions and correspondences. Responsive to requests and expectations of supervisor.	
Leadership Skills	Actively engaged in the meetings, projects and tasks related to the internship. Reaches out to others for assistance or to offer assistance.	
Team coordination	Dialogues and works well with other team members including coordination of duties, setting and attending meetings, meeting expectations of other team members, and so on	
Takes Initiative	Willing to step forward and be engaged in projects, applies knowledge and offers ideas and solutions on relevant projects, offers knowledge and comments where applicable	
General Competencies	Has sufficient computer, communication, and organization skills. Learning and understanding the organization	
Contribution to the Organization	Has made a contribution to the organization by efficiently completing projects, offering relevant knowledge, etc	

Please explain any ratings below or above 3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the student intern shown improvement throughout the course of the internship to date?  Yes  No

Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this evaluation. Your feedback is appreciated and valued.