

**The University of Memphis – Department of English
Internship Final Supervisor Evaluation**

Intern's Name:

Date:

Supervisor:

Title:

Company:

Address:

1. How would you rate your intern on these qualities (please check your response)?

	Always	Usually	Sometimes	Rarely	Never
Punctuality					
Dependability					
Self-motivation					
Cooperation					
Confidentiality					
Hard work					
Professional appearance					

Please feel free to add additional comments in the margins or on the back.

2. What types of work have you assigned your intern?

3. At the present time, are you satisfied with the performance of your intern?

4. Have you encountered any particular recurring problems with your intern?

5. What suggestions do you have for more effective uses of our interns?

6. Other comments: