

**J-1 STUDENT INTERN EVALUATION**

The U.S. Department of State requires that visiting scholars in the J-1 Student Intern category receive an evaluation prior to the conclusion of their internship program. The student intern and the immediate supervisor must complete and sign the evaluation form. For internships less than six months, only one evaluation is required. For internships lasting more than six months, two evaluations are required—a mid-point evaluation and a final evaluation.

**SECTION 1: To be completed by student intern’s supervisor**

Name of Student Intern: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Evaluation:                      Mid-Point                      Final                      Internship Dates: \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Rate the student intern in each performance category							
E = Exceptional	ME = Meets Expectations	I = Improvement Needed	U = Unsatisfactory				
Performance Factors				E	ME	I	U
1. <b>Overall Performance:</b> Performance related to the specific objectives as outlined in the DS-7002 Training/Internship Placement Plan.							
2. <b>Skills and Techniques:</b> Ability to demonstrate the knowledge, skills and/or techniques outlined in the DS-7002 Training/Internship Placement Plan.							
3. <b>Quality:</b> Ability to produce work with accuracy, comprehensiveness, and orderliness.							
4. <b>Problem Solving:</b> Ability to identify, analyze and solve problems, suggest viable alternatives and analyze impact of decisions before executing them.							
5. <b>Planning and Organizational Skills:</b> Ability to establish priorities, maintain schedules and manage time effectively.							
6. <b>Teamwork:</b> Ability to work with others within the department and take direction from supervisor.							

Were there any deficiencies or problem areas that should be addressed?                      Yes                      No

If yes, please explain:

Additional Comments (*optional*):

**SECTION 2: To be completed by the student intern**

How would you rate the overall training program and its educational benefits to you:

Excellent

Above Average

Average

Below Average

Additional Comments (*optional*):

**SECTION 3: Certification by supervisor and student intern**

**For Supervisor** - As the student intern's supervisor, I certify that the above evaluation is an accurate assessment of the J-1 student intern.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Student Intern** - I certify that I have read the J-1 student intern evaluation completed by my supervisor.

Student Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_