

**PLANNING INTERNSHIP**  
**Evaluation Report I (Mid-Point)**

*This form is to be submitted upon completion of 1/2 of the intern's work hours. For example, 3018 and 6018 students would be evaluated after completing 25 hours, 3028 and 6028 students after 50 hours, and 3038 and 6038 students would be evaluated after 75 hours.*

Intern's Name: ..... Semester / Year: .....

Employer's Agency: ..... Course Number: .....

**Evaluation:** Please evaluate the intern according to the following scale:

*C = Commendable      S = Satisfactory      N = Needs Improvement*

Item	Grade*	Comments
Personal Appearance (Neatness)	C   S   N	
Work Habits	C   S   N	
Attitude	C   S   N	
Efficiency of Time	C   S   N	
Interaction with Staff	C   S   N	
Accuracy of Work	C   S   N	
Promptness	C   S   N	
Initiative	C   S   N	
Quality of Work	C   S   N	

**Summary of Hours:** List projects/tasks that have been done and the approximate number of hours spent on that project/task. If more space is needed, please use the reverse side of this form.

Project / Task	Number of Hours

**Additional Supervisor's Comments:**

**Note to Employer:** Before returning this form, please provide feedback to your intern by reviewing the above evaluation with him or her. Thank you.

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:      Community and Regional Planning Program  
 Department of Geography, Planning, and Environment  
 East Carolina University  
 A-216 Brewster Bldg, Mail stop 120, Greenville, NC 27858-4353

**EMPLOYER'S INTERN FINAL EVALUATION FORM**  
**Evaluation Report II (Final)**

Name of Student: \_\_\_\_\_ Student's Major: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Employing Agency/Address: \_\_\_\_\_

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

<b>Relations with Others</b>		<b>Attitude-Application to Work</b>	
	Exceptionally well accepted (5)		Outstanding in enthusiasm (5)
	Works well with others (4)		Very interested and industrious (4)
	Gets along satisfactory (3)		Average in diligence and interest (3)
	Has some difficulty working with others (2)		Somewhat indifferent (2)
	Works very poorly with others (1)		Definitely not interested (1)
<b>Judgment</b>		<b>Dependability</b>	
	Exceptionally mature (5)		Completely dependable (5)
	Above average in making decisions (4)		Above average in dependability (4)
	Usually makes the right decision (3)		Usually dependable (3)
	Often uses poor judgment (2)		Sometimes neglectful or careless (2)
	Consistently uses bad judgment (1)		Unreliable (1)
<b>Ability to Learn</b>		<b>Quality of Works</b>	
	Learns very quickly (5)		Excellent (5)
	Learns readily (4)		Very good (4)
	Average in learning (3)		Average (3)
	Rather slow to learn (2)		Below average (2)
	Very slow to learn (1)		Very poor (1)
<b>Attendance</b>		<b>Punctuality</b>	
	Excellent (5)		Excellent (5)
	Very good (4)		Very good (4)
	Average (3)		Average (3)
	Below average (2)		Below average (2)
	Very poor (1)		Very poor (1)

**Overall Performance:**

Excellent (5)	Very Good (4)	Average (3)	Below Average (2)	Very Poor (1)

Additional Remarks:

THIS REPORT HAS BEEN DISCUSSED WITH STUDENT ( ) YES ( ) NO

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT PROFESSIONAL DEVELOPMENT  
DOCUMENTATION OF HOURS WORKED**

\_\_\_\_\_ (Student name) has worked  
\_\_\_\_\_ hours during the period  
from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Student's Supervisor's Signature

\_\_\_\_\_  
Date

Please return this form to:

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Department of Geography, Planning, and Environment  
East Carolina University  
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Mail stop 120  
Greenville, NC 27858-4353