

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 Earth, Environment, and Planning
 East Carolina University
 A-216 Brewster Bldg, Mailstop 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.

Relations with Others		Attitude-Application to Work	
	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)
Judgment		Dependability	
	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)
Ability to Learn		Quality of Works	
	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)
Attendance		Punctuality	
	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:

E-mail: planning@ecu.edu

Mail:

Community and Regional Planning Program
Attn: Internship Coordinator
Department of Earth, Environment,, and Planning
East Carolina University
A-216 Brewster Building
Mailstop 120
Greenville, NC 27858-4353