

# AGENCY INTERNSHIP EVALUATION FORM

Internship Courses: UP 390 and UP 590

*The Department of Urban & Regional Planning at UIUC invites the internship supervisor to evaluate our student's performance. It may then be reviewed with the student and should be mailed to Department of Urban and Regional Planning, University of Illinois at Urbana-Champaign, 111 Temple Buell Hall, 611 Taft Drive, Champaign, IL 61820 upon completion of the internship. Students do not receive internship credit until this form is returned. Thank you for your cooperation.*

Name of STUDENT \_\_\_\_\_ Date \_\_\_\_\_

Name of AGENCY \_\_\_\_\_

Signature of immediate SUPERVISOR \_\_\_\_\_

Signature of HEAD of Agency \_\_\_\_\_

1. Describe the intern's overall assignment or role:

2. Identify the main project that the intern worked on?

Please circle the number on each of the following scales that best describes this intern's performance (circle n/a for those not observed or not applicable):

3. Attitude toward work:

1	2	3	4	5	6	7	8	9	10	N/A
disinterested									enthusiastic	

4. Quality of work:

1	2	3	4	5	6	7	8	9	10	N/A
very poor									outstanding	

5. Ability to communicate orally:

1	2	3	4	5	6	7	8	9	10	N/A
very poor									excellent	



15. Value to Agency:

Exceptional

Valuable

Average

Little

None

16. Growth on Job:

Exceeded expectations

Met expectations

Little growth

No growth

Retrogressed

17. What are the student's strong points?

18. What are the student's areas of weakness where improvement or further study is needed?