

J-1 Student Evaluation Form

The U.S. Department of state requires that an evaluation be performed for all J-1 Interns hosted at The Chicago School. This form must be completed near the end of the internship program. If the internship is longer than six months, an additional evaluation must be completed at the mid-point of the program. Please transfer these questions onto your department's letterhead, enter your responses, discuss the evaluation with the Intern, and return the letter to Global Engagement **two weeks prior to the Intern's departure**. Also, please submit the Departure Verification Form at that time.

Student Intern's Name: *(As it appears on passport, Family, First, Middle)*

1. Describe the Intern's relations with others and his or her communication skills:
2. Please rank all appropriate Intern traits, 5 being exceptional, and 1 in serious need of improvement:

1 2 3 4 5

Attitude towards jobs:

Dependability:

Quality of work:

Judgment:

3. What accomplishments and skills did the Intern achieve during the internship program?
4. What areas can the Intern improve upon?
5. Additional comments on Intern's performance, strengths, and/or skills:

Signature of Supervisor

Signature of Student Intern

Date

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