

History Department Supervisor Final Evaluation Guidelines

Before the end of the semester, both student and supervisor will look back at the initial job description, learning objectives, and the internship experience. Each will write a separate reflection on the internship. We encourage the student and supervisor to have an open and honest conversation about their internship experience and to discuss their final evaluations. Both the student and supervisor report will be due at the same time before the final evaluation is to be considered complete.

Length Requirement:

- Please write an evaluation that is as long as needed although we recommend at least a page double-spaced.

Due Date:

- The final evaluation is due on the first Monday of finals week.
- The internship supervisor must read the student's report and write their own final evaluation before the due date. Please email your final evaluation to the student's faculty advisor before the due date.

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The final evaluation should include reflection on many aspects of the internship. Please feel free to include any of the following:

- Did the student meet the requirements of the job description?
- An honest appraisal of your working relationship with the student.
- How did the student function in a working environment with co-workers?
- How well did the student manage time? Were the hours sufficient for their job description?
- How much supervision did the student need; and how much were you able to provide?
- Any strengths or weaknesses you noticed in the student?
- How was the student a benefit to your organization?
- Did USU History department provide enough support for your organization to host the student?
- What ways can the internship be improved?
- Was this a positive experience for your organization and for you?
- Is there anything our department should emphasize in our courses and curriculum to make students stronger, more capable, and more productive in their internship work?