

J-1 STUDENT-INTERN EVALUATION FORM

This evaluation is a U.S. Department of State regulatory requirement, and our office must have this documentation in the event of an audit. Failure to submit the evaluation **prior to the conclusion of the training or internship program** may result in the denial of future use of the J-1 Student Intern category for prospective scholars. Please have the supervisor or the student intern submit the evaluation form via our form or directly to the IFSO office, mail code 0123.

If the student intern's program is **equal to or shorter than 6 months**, we will require **one Final Evaluation**. If the program is **longer than 6 months**, we will require **two evaluations**—at both the midway and final points. The **Mid-Point Evaluation** should be submitted to IFSO no more than 15 days from the mid-point of the internship.

SECTION A: STUDENT-INTERN INFORMATION

Last Name:	First Name:	Date of Birth (MM/DD/YYYY):

SECTION B: EVALUATION TYPE (Please check one.)

Midpoint Evaluation	Final Evaluation
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SECTION C: SUPERVISOR'S EVALUATION

1. Describe the student-intern's relations with others and his/her communication skills:

Excellent	Above Average	Average	Below Average
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2. Please rank all appropriate student-intern traits, 5 being exceptional and 1 needing substantial improvement:

Attitude toward job	Dependability	Quality of work	Judgement
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3. What accomplishments and skills did the Intern achieve during the internship program?

4. What areas can the Intern improve upon? Additional comments on Intern's performance, strengths, and/or skills:

Supervisor Name:	Signature:	Date (MM/DD/YYYY):

SECTION D: STUDENT-INTERN CERTIFICATION

I hereby certify that I have read the evaluation completed by my internship supervisor.

Signature:	Date (MM/DD/YYYY):