

Please return this form by the second Friday in August in order for the student to receive internship credit.

Lyndon B. Johnson School of Public Affairs
Office of Student and Alumni Programs

AGENCY EVALUATION OF STUDENT INTERNSHIP

If you need more space to answer any question, please attach a separate sheet.

Student Name	
Internship Agency	
Supervisor's Name	

Please describe what the agency sought for the student to accomplish.

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Please describe what the intern was able to accomplish.

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Please indicate the skill areas the intern was called upon to use during this assignment (such as policy analysis, research, writing, statistics, economics, public administration, legal analysis, computer skills, etc.).

Based on your observation over the summer, please evaluate the intern's:
Writing, speaking, research, managerial, and other skills

Appropriate knowledge, ability to focus, and mastery of new concepts

Responsibility, work habits, acceptance of criticism, and initiative

Diplomacy, leadership, cooperation and confidence

How might the intern have been better prepared for the internship?

Would you recommend this intern for a full-time position? Please explain.

Signature (if faxing or mailing) _____ Date _____

The LBJ School is often called upon to provide institutional letters of student recommendation or evaluation for professional positions. It would help us to be able to quote from your evaluation. The LBJ School would be grateful if you could write a summary recommendation for the intern, on your stationery and in any format you wish, as if s/he had asked you to write such a letter for a pending professional position. Thank you very much for your assistance.

Please return this evaluation form to the LBJ School's Graduate Program Coordinator by fax, email or US mail no later than Friday of the second week in August.

Graduate Program Coordinator
Office of Student and Alumni Programs
LBJ School of Public Affairs
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