

J-1 Student Intern Evaluation

Email completed evaluations to: aopps@wisc.edu

The U.S. Department of State requires that visiting scholars in the J-1 Student Intern category receive an evaluation prior to the conclusion of their internship program. The student intern and the immediate supervisor must complete and sign the evaluation form. For internships less than six months, only one evaluation is required. For internships lasting more than six months, two evaluations are required—a mid-point evaluation and a final evaluation.

Student Intern Information:

First name: _____ Last name: _____ Date of Birth(mm/dd/yyyy): ____/____/____

Host Department information:

Host department: _____ Faculty supervisor’s full name: _____

Evaluation Type:

Mid-point Evaluation

Please confirm the date range this evaluation is for (mm/dd/yyyy): ____/____/____

Final Evaluation

Please confirm the last day of your internship (mm/dd/yyyy): ____/____/____

Evaluation (to be completed by host department):

Rate the Student Intern in each performance category

E= Exceptional, ME= Meets Expectations, I = Improvement needed, U = Unsatisfactory

Category	Score	Comments
Overall performance: Performance related to the specific objectives outlined in the DS-7002 Training Plan.		
Skills and Techniques: Ability to demonstrate the knowledge, skills and techniques outlined in the DS-7002 Training Plan.		
Problem Solving: Ability to identify, analyze and solve problems, suggest alternatives and analyze impact.		
Quality: Ability to produce work with accuracy, comprehensiveness and orderliness.		
Teamwork: Ability to work with others within the department and take direction from supervisor.		

Were there any deficiencies or problem areas that should be addressed? _____ Yes _____ No

If yes, please explain:

Student Intern Comments:

How would you rate the overall training program and its benefits to you?

_____ Excellent _____ Above Average _____ Average _____ Below Average

Comments:

Certification:

Host Department – As the Student Intern's supervisor, I certify that the above evaluation is an accurate assessment of the J-1 Student Intern.

Signature: _____ Date (mm/dd/yyyy): ____/____/____

Student Intern – I certify that I have read the J-1 Student Intern evaluation completed by my supervisor.

Signature: _____ Date (mm/dd/yyyy): ____/____/____