Boston College
Lynch School of Education

Dr. Deborah Hirsch
Director of Internship Program

Supervisor's Evaluation
Internship in Higher Education Administration

Thank you for hosting and supervising a graduate intern from the Boston College Higher Education Program. We are most interested in your overall evaluation of your intern's performance and contributions. Please return the following form to Deborah Hirsch electronically (preferred) by email (Deborah.Hirsch.1@bc.edu) or to Dr. Deborah Hirsch, Internship Director, Campion Hall 225, Boston College, Chestnut Hill, MA 02467. This evaluation is confidential and will not be shared with the intern unless you wish it to be. If you have any questions, please feel free to contact me.

Student's Name:_____

Supervisor:_____

Supervisor's Email address: _____

Internship Site (College and Department) :_____

1. At the beginning of the semester, each intern developed a list of goals and objectives, including specific projects or tasks to be completed. Please evaluate your intern's success in achieving these goals and making progress on assigned projects or tasks.

2. Please comment on your intern's interaction with you, and if applicable, with other staff members and with students. How well did your intern seek, receive, and implement the results of consultation and supervision?

3. Professional Commitment: Did your intern consistently show up for the agreed upon hours, assertively pursue progress on assigned tasks and projects and make an overall contribution to your office operations?

4. What specific skills and/or strengths does your intern demonstrate? In what areas would you suggest improvement?

5. Would you be willing to host an intern in future semesters? _____Yes _____No

6. Please feel free to make any additional comments about your intern, the internship itself, or ways in which Boston College can improve its internship program.

Supervisor's Signature_____ Date_____

Thank you for your comments and for hosting a graduate intern from Boston College. My best wishes for a joy-filled and rejuvenating winter break!

Gratefully,
Deborah Hirsch