

# WRIT:3900 Writing Internship Midterm Evaluation

Student Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Agency: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Intern Job Function: \_\_\_\_\_

**Instructions:** Students should respond to each item, attaching additional pages as needed. Once the student completes their portion of the evaluation, it should be given to the agency supervisor to add their comments. Supervisors should plan a short meeting (15-20 minutes) with the student to review and discuss the completed evaluation. Both the student and the supervisor should sign the evaluation at the end of the discussion. This form must be completed and submitted to the Magid Center by 4:30 pm Friday of week seven of the semester (or week six of the summer session).

1. What is the biggest strength you bring to this internship? What positive contributions have you made to the work environment at your internship site?

**Supervisor Comments:**

2. What weaknesses or areas for improvement have come to light as a result of your time at your internship thus far?

**Supervisor Comments:**

3. How can the Magid Center or your agency supervisor help you improve these areas?

**Supervisor Comments:**

4. How is this internship helping you meet the academic, professional, and personal goals you set in your Learning Objectives Statement? How, if at all, have you had to adjust your goals?

**Supervisor Comments (if applicable):**

5. Please write any additional comments, questions, or concerns you have about your experience and/or working with your supervisor.

**Supervisor Comments:**

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date