Student Information:

FIRST NAME	LAST NAME	BANNER ID	DEGREE PROGRAM

The Batten School & VIMS Professional M.A. Program requires the student internship to be evaluated by the employing internship supervisor. Please complete this internship evaluation form. Upon completion, it will automatically be submitted to the M.A. Program Director. Your evaluation contributes to the student's final grade in their internship and will help both the student and the internship course instructor in assessing the direction of the student's career goals.

On-site Supervisor Information:

SUPERVISOR NAME	POSITION
NAME OF INSTITUTION OR AGENCY	LOCATION OF INTERNSHIP PLACEMENT (CITY, STATE)
PHONE	EMAIL ADDRESS

Did the student complete their required hours (160 hours)? _____ Yes _____ No

Please confirm whether the student intern demonstrated the following qualities/skills and add comments to explain, if necessary.

Skills	Yes	No	Comments
Communication about work products/activities			
Open/informative			
Worked well with others			
Initiated communication			
Quality of work			
Met expectations			
Accurate			
Timely			
Attitude			
Enthusiastic			
Problem Solver			
Fast learner			
Independent worker			
Dependable			

The student selected several competencies at the beginning of the internship. Did the student make progress on these? Why or why not?

Please continue to the next page.   Dec 2025

Do you have any other thoughts or comments about the student?

Sample Form

Student Should Complete

How did the internship work for you and your company? Would you be interested in having other interns from the Batten School & VIMS Professional M.A. Program?

Form in DocuSign

APPROVALS		
INTERNSHIP SUPERVISOR	SIGNATURE	DATE
M.A. PROGRAM DIRECTOR	SIGNATURE	DATE