ARTH 302: PROFESSIONAL INTERNSHIP IN ART HISTORY
Evaluation Form

(to be completed by Supervisor at sponsoring agency)

Student's Name: _____ Semester: _____.

Internship Site: _____Supervisor: _____.

Address: _____ .

Phone Number: _____ Email: _____.

I give the permission to the UNCA Department of Art to discuss this evaluation with the student:

_____Yes _____No

_____ _____
Supervisor's Signature *Date*

Please evaluate student by ranking from 1 to 5:

	PERFORMANCE	1 Marginal	2 Below Average	3 Average	4 Above Average	5 Outstanding
1.	Completes assigned tasks on time.					
2.	Completes assigned tasks satisfactorily.					
3.	Understands and follows directions carefully.					
4.	Demonstrates required skills.					
5.	Demonstrates ability to perform under pressure.					
6.	Copes well with unexpected problems.					
7.	Applies good judgment and common sense.					

	ATTITUDES	1 Marginal	2 Below Average	3 Average	4 Above Average	5 Outstanding
1.	Demonstrates desire to learn.					
2.	Demonstrates interest in organization goals.					
3.	Accepts constructive criticism.					
4.	Initiative for new responsibilities and duties.					
5.	Relates well to co-workers.					
6.	Relates well to supervisor.					
7.	Relates well with clients / constituency.					
8.	Is cooperative and flexible.					
9.	Is sensitive to the needs of others.					
10.	Is a good listener.					
11.	Recognizes and accepts own limitations.					

12.	Asserts own views and concerns effectively.					

	WORK HABITS	1 Marginal	2 Below Average	3 Average	4 Above Average	5 Outstanding
1.	Attendance.					
2.	Punctuality.					
3.	Courteous and polite.					
4.	Dependability.					
5.	Dress and grooming.					

Overall Evaluation

1. What have been the student's major strengths?

2. What are the improvements the student may need to make in the future?

3. Additional comments?

4. Overall quality of the student's internship was: (Please check only one)

____ Outstanding
____ Above Average
____ Average
____ Marginal
____ Unsatisfactory

Thank you for your sponsorship and your assistance in improving the Art Department's internship program.

Please return to the Faculty Supervisor.