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Current Date:
Student Intern's Name:
Internship Agency:
Student Start Date (approx. if necessary):
Student's Last Scheduled Day:

Sociology and Criminal Justice Internship Student Evaluation

Evaluator Instructions: Please complete the following form or substitute using your own form, depending on what you deem appropriate. An evaluation in the form of a letter of recommendation would also suffice. The main goal is to attain a qualitative analysis of the student's performance rather than a numeric summation of the experience. When you have completed the evaluation, please send it in the mail to the address on the top of the page addressed to the Internship Coordinator. If you wish to fax the evaluation, the Sociology Department's fax number is also at the top of the page. If you give the student the evaluation form to return, please place it in a sealed envelope if you do not wish for them to read it.

- 1) Has the student completed the required 150 hours? Yes/No (please circle one)
- 2) If *No*, how many hours have they completed and when do you anticipate they will complete their hours?

- 3) How would you describe the student's adherence to their work schedule? You may want to address issues of promptness (or lack of) and dependability of arrival.

4) Did the student complete the tasks and assignments given in a professional and timely manner?

5) Generally describe the overall performance and quality of the student. You may want to address areas such as: Was the student suited for the position? Did the student meet or exceed your expectations? Was the student a value to your agency? Would you write a recommendation for the student if they asked you? What did the student do exceptionally well? What were the student's weaknesses or areas that need improvement?

6) Any additional comments (please feel free to attach additional sheets of paper):

Evaluator (please print): _____ Phone: _____

Evaluator's signature _____

Thank you for your cooperation. The Sociology Department at Colorado State University would like to extend their sincere thanks for helping enrich our students' educational experience. If the department can be of any service or if you have any questions, please do not hesitate to contact the Sociology Department, (970) 491-6044.

Sincerely,
Internship Coordinator
Department of Sociology