

Intern: \_\_\_\_\_ Dates of Internship: \_\_\_\_\_

Internship Location: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_  
Estimate is ok

Supervisor: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please evaluate the intern's:**

Understanding of museum operations:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Interaction with museum colleagues:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Communication skills:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Initiative:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Organization and efficiency:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Timeliness with assignments:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Knowledge of subject matter or academic discipline (anthropology, art history, etc.):

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Attendance:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Overall performance summary or other comments (continue on back if necessary):

**Please Return this form to:**

Director, Museum Studies Program, University of Kansas, 1410 Jayhawk Boulevard, Lawrence, Kansas 66045  
Telephone 785-864-4543 [museumstudies@ku.edu](mailto:museumstudies@ku.edu) [www.museumstudies.ku.edu](http://www.museumstudies.ku.edu)