



Please return to the student's Campus Faculty Coordinator:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

### SPONSOR EVALUATION FORM

DATE: \_\_\_/\_\_\_/\_\_\_

SEMESTER (please circle): Fall Spring Summer Winter 201\_\_\_

#### Student Information (to be filled out by student):

NAME \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_-\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

COLLEGE \_\_\_\_\_ FACULTY COORDINATOR \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

#### Sponsor Information (to be filled out by sponsor):

AGENCY/ORGANIZATION NAME: \_\_\_\_\_

DEPARTMENT (if any): \_\_\_\_\_ AGENCY ADDRESS: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR TITLE \_\_\_\_\_

SUPERVISOR E-MAIL: \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_-\_\_\_\_\_

1. How many hours per week did the intern work in your office? \_\_\_\_\_

2. How would you describe the quality of the student's work?  
( ) Excellent ( ) Very Good ( ) Good ( ) Fair ( ) Poor

3. How would you describe the attitude of the student toward his/her work?  
( ) Excellent ( ) Very Good ( ) Good ( ) Fair ( ) Poor

4. How did the student get along with other members of your office staff?  
( ) Excellent ( ) Very Good ( ) Good ( ) Fair ( ) Poor

5. Did you find the student's work helpful in accomplishing the goals of your office?  
( ) Very Helpful ( ) Helpful ( ) Not Very Helpful

6. How would you compare this student to other student interns with whom you have had contact?  
( ) Above Average ( ) Average ( ) Below Average ( ) Unable to Make Judgment

7. Describe briefly the nature of the work performed by this student in your office.

*Continued on reverse*

8. Did you have any contact with the student's college instructor?      (    ) Yes                      (    ) No  
If yes, please describe the type and its adequacy (e.g. telephone, letter, personal visit, etc.)

9. General comments about the student:

10. Would you be willing to serve again as an intern sponsor?      (    ) Yes                      (    ) No  
If no, please elaborate on your response.

11. Do you have any (other) specific recommendations to make about the Internship Program?



**The Edward T. Rogowsky Internship Program In Government and Public Affairs**  
**The City University of New York**  
**[www.etrinternship.org](http://www.etrinternship.org)**  
**Phone: 212-817-7250**