

MUSEUM SUPERVISOR'S EVALUATION OF INTERN

Name of Intern: _____

Please complete this evaluation concerning progress toward fulfillment of the Museum Studies Professional Internship (MS 301/302) or Senior Internship (MS415). After the evaluation is completed, please discuss it with the intern. *Both are to sign the form.* Thank you for your cooperation. Using the scale below, indicate your evaluation of the intern on the traits listed:

- 0 = Far below expectations - needs much improvement, a concern.
- 1 = Below expectations - needs some improvement to meet standards.
- 2 = Acceptable - meets standards at average level for interns.
- 3 = Far above expectations - a definite strength, performs well beyond average levels for interns.
- NA = Not applicable or not enough information to form judgment.

	0	1	2	3	N/A
Arrives on time					
Uses time effectively					
Completes tasks on time					
Completes required hours on site					
Is responsive to norms about clothing, language, etc. on site					
Demonstrates awareness and sensitivity to museum issues					
Consults with others about museum issues if necessary					
Receptive to learning new information					
Able to apply new information					
Receptive to feedback & suggestions from supervisor					
Successfully implements suggestions from supervisor					
Communicates effectively with guests					
Communicates effectively with staff					
Reliably & accurately keeps records					
Understands organizational procedures					
Able to analyze data					
Asks questions for clarification					

	0	1	2	3	N/A
Demonstrates and understanding of the museum's mission					
Work conducted furthers the museum's mission					
Uses proper handling techniques when working with objects					
Promise of success in museum studies profession					

Additional Comments:

 Museum Supervisor's signature

 Date

 Intern's signature

 Date