J-1 Student Intern Evaluation

As per Department of State regulations, the hosting professor must evaluate the progress and performance of the J-1 student intern prior to the completion of the internship and evaluation forms must be signed by both the intern and supervisor. All internships require a final evaluation and those lasting longer than six months also require at least one additional evaluation undertaken at the mid-point of the program. The sponsoring department must retain intern evaluations (electronic or hard copy) for at least 3 years following completion of each interns program. A copy of each evaluation must be sent to the ISSO.

The hosting professor must complete and sign Part I on the first page and then review the evaluation with the intern. The intern should then complete and sign Part II on the second page. It is recommended that the evaluation be completed before the intern leaves the US.

PART I (to be completed by the host professor):

Intern’s Name: ________________________________________

Professor’s Name: _____________________________________

Professor’s Title: ______________________________________

Department: ____________________________________________

Check One: Mid-Program Evaluation _______ End-of-Program Evaluation _______

Evaluate the intern’s performance on the tasks outlined in the original Training Plan.

Excellent _____ Above Average _____ Average _____ Below Average _____

Comments:

Were there any problem areas that should be addressed to improve the experience of future interns?

Yes _____ No _____

If yes, please comment:

How would you rate the overall training program and its benefits to you and your department?

Excellent _____ Above Average _____ Average _____ Below Average _____

Comments:

Professor’s Signature _________________________ Date ______________
PART II (to be completed by the student intern):

Full Name: ________________________________

Email: ________________________________

Home country school: ________________________________

Home country degree: ________________________________

How would you rate the overall training program and its benefits to you:

Excellent ____  Above Average ____  Average ____  Below Average ____

Comments:

How will this internship experience be of value to your academic program in your home country upon your return?

Other comments:

I certify that I have read the Intern Evaluation completed by my Sponsoring Professor.

Intern’s Signature ___________________________ Date ___________________________