

**BAYLOR UNIVERSITY  
DEPARTMENT OF MUSEUM STUDIES  
INTERNSHIP REVIEW FORM**

REPORT PERIOD: \_\_\_\_\_

INTERN NAME: \_\_\_\_\_

MUSEUM or SITE/ASSIGNED DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

**REVIEW FACTORS:**

This Review Form is designed to enhance the productivity and skill development of interns from Baylor's Department of Museum Studies. A review is a set of guidelines used to evaluate the effectiveness of the internship. This evaluation form is a collaborative effort between the intern and the museum professional who serves as supervisor. The evaluation is used to:

- **Provide an assessment of the intern's work at the Internship Site**
- **Provide an assessment of the site's internship program**
- **Improve teamwork and communication for the internship program**
- **Develop the intern's potential as a future museum professional**

**INSTRUCTIONS**

1. The **intern** will complete the **INTERNSHIP EVALUATION** section and forward with any comments to the supervisor.
2. The **Supervisor** will complete the **SKILL EVALUATION** and add specific comments about performance.
3. The Supervisor and intern will discuss the **SUMMARY**.
4. The Intern is encouraged to add any additional comments.

**I. INTERNSHIP EVALUATION (Completed by Intern)**

- A. Briefly summarize your achievements for your internship. What are the things that you are the most proud of?
- B. Overall, are you satisfied with your efforts and achievements this summer? Do you feel you performed at, above, or below your level of ability? Did your internship meet your personal expectations and goals? Did it meet the goals discussed with your supervisor at the beginning of your internship?
- C. What changes would you suggest be made to the internship program at your internship museum or site? What could your supervisor have done to make your internship more successful?

**D. Please rank using the scale of 1 to 5, 5 being excellent/most acceptable and 1 being bad/unacceptable.**

	Ranking	Comments:
The supervision I received was:		
I was given adequate training.		
My supervisor was available and accessible when I had questions/concerns.		
The work I performed was challenging and stimulating.		
I was treated on the same level as other employees.		
I had a good working relationship with my coworkers.		
There were ample opportunities for learning.		
An effort was made to make it a learning experience for me.		
Supervisor provided levels of responsibility consistent with my abilities.		
I was encouraged to make my own decisions rather than simply carry out decisions made by others.		
The quality of work supervision was good.		
My internship experience was enjoyable.		

## II. SKILL EVALUATION (Completed by the Supervisor)

Please assess the intern's/part-timer's abilities using the scale of 1 to 5, 5 being excellent/ most acceptable and 1 being bad/unacceptable.

	Ranking	Comments
Understands the Museum's mission and objectives		
Knowledge & understanding of job description and duties		
Adherence to the Museum's policies and procedures		
Ability to manage time effectively		
Demonstrates reliability by meeting deadlines		
Volume of work - extra hours, additional assignments		
Quality of work - creativity, thoroughness, & accuracy		
Practices good customer service skills		
Works effectively/cooperatively with others as a team		
Communicates decisions & documents action to supervisor		
Accepts constructive criticism		
Seeks new knowledge		
Shows enthusiasm about work		
Recognizes problems and formulates appropriate solutions		
Exhibits leadership by example		
Uses effective team building skills		
Employee's level of self-confidence		
Displays creativity and original ideas		

### III. SUMMARY OF INTERNSHIP (INTERN AND SUPERVISOR DISCUSSION)

Rank the intern's overall performance: 1 2 3 4 5

Supervisor Comments:

Intern Comments:

Discussion highlights:

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Intern Signature \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor Signature \_\_\_\_\_