

Date: Day/Month/Year _____

Internship Program Evaluation Form

Name of Internship supervisor Signature

Name of Organization/Institution, Position

1. Summary of Internship Program

Intern's details	Environmental Management Program Year _____	Name	
Name of Internship Program			
Period of Internship	From (Day/Month/Year) _____ to (Day/Month/Year) _____		
Attendance Record (just about)	Days absent: __, Days late: __, Days left early: __		

2. Internship Evaluation

Item	Points for Evaluation: (Please give your comments and a rating of A-E in accordance with the points of evaluation listed below).	Rating	Comments
Intern's attitude	<ul style="list-style-type: none"> - Did the intern fulfill the terms of his/her internship diligently throughout the period of the internship? - In terms of his/her attendance record 		
Inter-personal skills	<ul style="list-style-type: none"> - Did the intern interact well with others in the office? - Did he/she make greetings properly, accord respect where due and engage in conversation with co-workers? 		
Motivation	<ul style="list-style-type: none"> - Did the intern show a positive, motivated and enthusiastic attitude to his/her work? - Did he/she volunteer ideas during discussion? 		
Communication	<ul style="list-style-type: none"> - Did the intern report back well on his/her progress? - How did you judge his/her grasp of research concepts and his/her ability to share those concepts? - How do you rate his/her communication skills? 		
Managerial Abilities	<ul style="list-style-type: none"> - Did the intern demonstrate an effective approach to problem-solving in his/her research during the period of internship? 		

3. Evaluation of Internship Results

Please rate your intern A, B, C, D, or E, and give comments with regard to your estimation of what your intern achieved over the period of the internship. You may refer to your intern’s “Internship Report”, as well as to the intern’s contribution in your day-to-day duties.

Total Evaluation Rating: ____ Comments:
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4. Evaluation of the Internship System

Please evaluate Kyoto University’s Graduate School of Global Environmental Studies’ Internship Program system on a scale from A-E, taking into account the items listed below.

Item	Points for Evaluation (Please give your comments and a rating of A-E in accordance with the points of evaluation listed below).	Rating	Comments
Significance	Do you believe that the internship program furthers the intern’s managerial abilities?		
Contribution to your organization/institution	Do you believe that the intern’s activities over the course of the internship are of benefit to your organization/institution?		
Cost effectiveness	Would you consider the expenses involved in the cost of running the internship program commensurate with any gains to your organization/institution which arose out of the student’s performance over the period of the internship?		
Correspondence with the intern’s academic advisor	Did the intern’s faculty supervisor maintain effective relations with both the student and your organization/institution, taking good care of the student over the period of his/her internship?		

5. Additional remarks

Please use the space allotted below to give any further opinions you may have as to the internship program system or any points that you would like to see Kyoto University Graduate School of Global Environmental Studies address in the future, in particular with a view to continuing the program with your organization/institution.