# INTERN EVALUATION

## Fall 2012

<table>
<thead>
<tr>
<th>INTERN: ____________________________</th>
<th>PROGRAM: ____________________________</th>
<th>DIRECTOR: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE # REGISTERED FOR: __________</td>
<td>SEMESTER/ YEAR: ______________________</td>
<td>Number of Units: ______________________</td>
</tr>
<tr>
<td>Counseling Notices: _______________</td>
<td>RECOMMENDATION FOR GRADING: CREDIT: ___</td>
<td>NO CREDIT: ____________________________</td>
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</tbody>
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Incompletes are given only with prior approval by the Supervising Attorney; all necessary paperwork must be completed before the Incomplete is given.

1. **Did the intern fulfill all of their required office hours or are they on track to complete their required hours?**

   Breakdown of hours worked:
   - Office Hours =
   - Outreach =
   - Meetings =
   - Additional Hours =
   - Field Trip (If Applicable) =
   - Semester Project (If Applicable) =
   - **Total Hours** =

2. **Did the intern attend all mandatory meeting and training sessions? Did they participate in the meetings?**

3. **Evaluate the quality of the intern’s work (how were they at interviewing clients, completing intakes, call backs, research, professionalism, etc.)**

4. **Did the intern complete a written project? (Please include a description of the assignment/project) If the project was not completed when will it be completed?**

5. **Did the intern fulfill all other program specific requirements as stated in contract?**

6. **If the intern received any counseling notices, how many _______________? For what reasons?**
7. Additional comments: (for example- contributions to department, team player, office leader)