UCLA/Getty Conservation of Cultural Heritage

Internship Site Evaluation Form

|  |  |
| --- | --- |
| Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dates of Internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internship Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We would like to get some feedback from you regarding your internship experience. Please complete the following information:

**1.** Every question can be answered by ticking one of the five boxes following the question. Here **1** is unsatisfactory (or ''no not at all'') and **5** is excellent (or ''yes completely''). Please explain your assessment as far as possible. Everything you state in this evaluation will be kept confidential and not shared with your supervisor.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **1** | **2** | **3** | **4** | **5** |
| **a.** | **My assessment of the internship as a whole is:** |  |  |  |  |  |

**Remarks**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **1** | **2** | **3** | **4** | **5** |
| **b.** | **Were expectations clearly laid out at the beginning of the internship?** |  |  |  |  |  |
|  |  |  |  |  |

**Remarks:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **1** | **2** | **3** | **4** | **5** |
| **c.** | **Was the workload of a reasonable amount?** |  |  |  |  |  |
|  |  |  |  |  |

**Remarks:**

**2. Please evaluate your Internship in the following areas:**

|  |  |  |
| --- | --- | --- |
| **Supervisor** | | |
| Were expectations clearly laid out at the beginning of the internship  Was adequate instruction given on your responsibilities  Was there adequate supervision of your work  Did you learn as much as you thought you would | Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent  Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent  Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent  Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent | Explanation: |
| **Location** | | |
| Were supplies sufficient for you to carry out your work  Was the work area conducive to the work required  Were you satisfied with the housing (if provided by the site) | Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent  Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent  Unsatisfactory **🞏** **🞏** **🞏** **🞏** **🞏** Excellent | Explanation: |
|  | | |
|  |  |  |

3. Would you recommend this internship to future students?

Yes / no

**Explanation:**

1. **Any other comments:**