

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.

a. My assessment of the internship as a whole is:

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

b. Were expectations clearly laid out at the beginning of the internship?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

c. Was the workload of a reasonable amount?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

2. Please evaluate your Internship in the following areas:

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

3. Would you recommend this internship to future students?

Yes / no

Explanation:

4. Any other comments:
