

PEPPERDINE | SCHOOL OF PUBLIC POLICY

Supervisor's Internship Evaluation Form

Thank you for taking the time to provide your feedback. The internship is one of the key learning opportunities in the MPP experience at Pepperdine and your comments will help to make it more beneficial to employers and students in the years to come.

In order for the students to receive full academic credit for their experience, your feedback must be received via email to: sppcareers@pepperdine.edu within two weeks of completing the internship hours. Please include this information in a letter or email that addresses the following questions by referring to the duties described in the Internship Agreement signed by you and the student.

Intern name: _____ Internship dates: _____

Agency: _____ City: _____ Intern title: _____

Agency supervisor/ title: _____

Supervisor's email: _____ Phone number: _____

Internship compensation (if any): _____

1. Did the intern satisfactorily perform the duties expected of him/her? Explain.
2. Did the student complete at least 240 hours of substantive policy-related work during the course of this internship?
3. Please describe in some detail what you feel is the most important contribution of this student to your organization.
4. What, if anything, could we have done to improve your organization's experience?
5. Looking forward, would you be willing to host another intern next year? What would you change, if anything?
6. Was this internship remote, hybrid or in-person? Did that impact their performance or the experiences?
7. Do you have any additional comments you would like to share with other Pepperdine students?

Supervisor signature: _____ Date: _____