May 1, 2009

Dear Supervisor:

Enclosed is a midterm intern evaluation form. Please use this form to evaluate STUDENT NAME, assign a grade and return it to me. Your responses will be kept confidential. The purpose of the form is twofold. First to ensure that the internship process is rewarding for both the student intern and the sponsoring agency by identifying any problem areas in time to take corrective action. The second purpose is to help me assess and grade coursework performance. It is one part of a comprehensive student evaluation process. We take this role of student assessment seriously. A discerning fair judgment on your part is sincerely requested.

One part of the Internship course requirements at St. Joseph’s is the presentation of a paper to the department. I’ve enclosed a syllabus for your information. It is the intern’s responsibility to consult with his/her site supervisor and myself to make sure the paper and presentation do not compromise any confidentiality expected by the site. This is usually not a problem. However, in the past I’ve found that explicitly informing site supervisors can avoid misunderstandings. I encourage you to discuss this matter with STUDENT NAME and/or myself.

I want to thank you for taking the extra time to make the internship process so valuable to our students.

Sincerely,

Susanna Wei Ph.D.
swei@sju.edu

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