

## Internship in Politics: End of Internship Letter for Supervisor

*This evaluation is confidential and must be faxed by the supervisor directly to the department.*

Dear Designated Supervisor:

Thank you for taking your time to supervise our student \_\_\_\_\_ during his/her internship in your organization. Please take a few minutes to fill out this form, which is very important for our records and for assessing how effective this internship was for our student. If you have any questions, do not hesitate to contact us: [politics.undergrads@nyu.edu](mailto:politics.undergrads@nyu.edu). Thank you.

### How closely did you work with our student?

He/she worked closely with me.

He/she did work in the office, but not with me.

I met with the student occasionally.

I did not work with student, but I supervised him/her anyway.

### What kind of activities did the intern perform?

### How many hours per week did she/he work?

6 Hours

8 hours

10 hours

12 hours

14 hours

### How would you assess his/her performance?

Excellent

Very Good

Good

Satisfactory

Not satisfactory

### Please explain:

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return to:

New York University, Department of Politics, 19 West 4<sup>th</sup> Street, 2<sup>nd</sup> Floor, 10012  
Email: [politics.undergrads@nyu.edu](mailto:politics.undergrads@nyu.edu) Tel: (212) 998-8500 Fax: (212) 995-4184