

CMP4955 or CMP6954 Internship

Form 2: Internship Employer Evaluation

Department of City & Metropolitan Planning
University of Utah

Name of Student Intern: _____

- Rating scale
- 1 – Failure to report
 - 2 – Does not meet expectations
 - 3 – Meets expectations
 - 4 – Exceeds expectations
 - 5 – Excels beyond expectations

Ability to work with agency/firm and community	1	2	3	4	5	N/A
Understands of agency/firm purpose/function						
Understands agency/firm policies and procedures						
Plans, organizes, and uses time effectively						
Utilizes available resources wisely						
Obtains pertinent information/facts when needed						
Distinguishes relevant from irrelevant materials						
Obtains relevant facts from materials						
Plans a course of action						
Relates/applies classroom knowledge to a given problem or agency function						
Demonstrates effective written communication skills, e.g. memos, reports						
Demonstrates effective presentation skills, e.g. meetings, proposals						
Demonstrates competency in visual presentation skills						
Communicates effectively with staff/others						
Able to work diverse group of stakeholders						
Professional development	1	2	3	4	5	N/A
Shows pattern of continuous learning						
Focuses on problems/ needs of agency or firm						
Maintains positive attitude towards authority						

Maintains positive attitude toward assuming leadership role/additional responsibilities						
Is prompt and dependable						

What does this student need to be job ready?

What skill sets were you most impressed by?

What, in your assessment, is missing from coursework that will assist future interns?

Additional comments:

Signature of Agency Supervisor _____

Supervisor's Name (printed) _____

Title _____

Name of Agency _____

Date _____

Please submit this form directly to the City & Metropolitan Planning Department through e-mail: plan@arch.utah.edu. If you have any questions, please call the main office at (801) 581-8255.