

# WAYNE STATE UNIVERSITY

## Global Studies Program GLS 5500 Internship Log and Report

**To be filled out by the student intern:**

Semester \_\_\_\_\_  
Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_  
Name, address, and phone number of organization the internship is at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Phone number and email of supervisor \_\_\_\_\_

**To the supervisor:** Thank you for allowing our student to work at your organization. Please fill out the log and evaluation at the end of the internship and return directly to Laura Kline by email: [af7585@wayne.edu](mailto:af7585@wayne.edu) or by regular mail (see address below). If you have any problems over the course of the internship, please don't hesitate to contact me directly.

**LOG: The days and hours the intern worked:**

Date	Hours

Date	Hours

**Please evaluate the performance of the intern:**

1. The intern arrived on time (circle one): Always / Usually / Sometimes / Rarely / Never

2. Did the intern miss any scheduled days of work? If so, when and how many? \_\_\_\_\_

\_\_\_\_\_

Did the intern let you know in advance that s/he would not be coming? Yes / No

3. The intern was responsible (circle one):

Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree

4. The intern fulfilled his/her job responsibilities (circle one):

Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree

5. I would hire this intern again (circle one):

Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree

7. The intern made a valuable contribution to the work at our organization (circle one):

Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree

**In what ways could the intern's performance have been improved?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide any additional comments about the intern's performance and skills:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please sign and date:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date