



# SYRACUSE UNIVERSITY

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## J-1 Student Intern Evaluation Form

In accordance with US Department of State Regulations, the hosting professor of a Syracuse University J-1 Student Intern must provide an evaluation of the Intern's progress and performance. J-1 Student Intern Evaluations must be completed at the end of the internship, and those internships which last longer than 6 months also require at least one additional mid-program evaluation (to be undertaken at the mid-point of the program). The sponsoring department must retain J-1 Student Intern evaluations for at least 3 years following the completion of each intern's program. A copy of each evaluation must be submitted to the CIS (either electronic or hard copy).

To process an extension of an internship, a completed intern evaluation must be submitted with the request for program extension. Extensions will not be granted to interns whose program evaluations have not been submitted. The CIS will not process any requests for new J-1 Student Interns for professors who have not submitted evaluations for interns under their current or past supervision.

**Instructions:** The professor/supervisor should complete Section 1 and the J-1 student intern should complete Section 2 of the form below; evaluation forms must be signed both by the professor/supervisor and the J-1 Student Intern. Please return to CIS [international@syr.edu](mailto:international@syr.edu)

### SECTION 1: TO BE COMPLETED BY THE HOST PROFESSOR

Intern's Name: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Professor's Title: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Type of Evaluation (Check one) :  Mid-Program Evaluation  End-of-Program Evaluation

1. Please evaluate intern's performance on tasks outlined in Training Plan:  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Were there any problem areas that should be addressed to improve the experience of future interns?  Yes  No

If yes, please comment: \_\_\_\_\_  
\_\_\_\_\_

3. How would you rate the overall training program and its benefits? :  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2: TO BE COMPLETED BY J-1 STUDENT INTERN

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. How would you rate the overall training program and its benefits to you?  Excellent  Above Average  Average  Below Average

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. How will this internship experience be of value to your academic program in your home country upon your return?

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

3. Other comments: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read Section 1 of the Student Intern Evaluation, which was completed by my Sponsoring Professor.

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_