

# Carnegie Mellon University

## Office of International Education

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### Evaluation - J-1 Student Intern

#### Guidelines

In accordance with US Department of State regulations, the hosting professor of a Carnegie Mellon University Student Intern must provide an evaluation of the Student Intern's program progress. The Office of International Education (OIE) is required to keep these evaluations on file for at least 3 years. Failure to submit these evaluations could jeopardize the department's ability to bring J-1 Student Interns in the future.

- Programs shorter than six months require only one evaluation be submitted near the conclusion of the internship and before the Student Intern leaves the US.
- Programs longer than six months require a mid-point evaluation and another at the conclusion of the intern's program, before the Student Intern leaves the US.
- If an extension request is made on behalf of the intern, a completed Student 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. **A Student Intern program can only be extended for a maximum of 12 months.**
- Host professors must be current on intern evaluations for all interns under their sponsorship to have J-1 applications processed for new Student Interns.

#### Instructions

- The hosting professor must fill out Section I completely and review the evaluation with the Student Intern.
- The Student Intern must fill out Section II.
- The evaluation must be completed and returned to OIE before the Student Intern departs the US.

#### Section I (to be completed by the host professor)

Student Intern's last name: \_\_\_\_\_ Student Intern's first name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Hosting department: \_\_\_\_\_

Professor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Check one: Mid program Evaluation: \_\_\_\_\_ End of program Evaluation: \_\_\_\_\_

**Evaluate the Student Intern's performance related to the specific objectives as outlined in the training plan.**

Excellent \_\_\_\_\_ Above average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

**Were there any deficiencies or problem areas that should be addressed?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, comment:

**How would you rate the overall training program and its benefits to you?**

Excellent \_\_\_\_\_ Above average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

**Professor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section II (to be completed by the Student Intern)**

Student Intern's last name: \_\_\_\_\_ Student Intern's first name: \_\_\_\_\_

Student Intern's e-mail: \_\_\_\_\_

Dates of current training program: \_\_\_\_\_ to \_\_\_\_\_

**How would you rate the overall training program and its benefits to you?**

Excellent \_\_\_\_\_ Above average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments:

**Would you recommend this program to other students in your field of study?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, comment:

**Provide recommendations you may have to improve this internship program.**

**Student Intern's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_