



Internship Program

Intern

To be filled out by Student

Intern Name: _____

Address: _____

Phone: _____

Email: _____

School: _____

Degree Program: _____

GPA: _____

Expected Graduation: _____

School Liaison Name: _____

Phone: _____

Liaison Title/Department: _____

Email: _____

Park

To be filled out by NPS personnel

Park: _____

Unit/District: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Field Supervisor: _____

Phone: _____

Email: _____

Internship Details

Date (begin-end): _____

Work Schedule (Please fill in hours)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Evaluation Sheet

| Duty | Evaluation | Justification |
|------|------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Evaluation Scale

The National Park Service employees are rated biannually according to the scale below. In the interest of experience the intern will be rated as though they were an employee once mid-semester and at the end of the semester.

| | |
|-----------------------------|---|
| Exceptional | 4.6 – 5.00 AND No critical element rated lower than “Superior”. |
| Superior | 3.6 – 4.59 AND No critical element rated lower than “Fully Successful”. |
| Fully Successful | 3.0 – 3.59 AND No critical element rated lower than “Fully Successful”. |
| Minimally Successful | 2.0 – 2.99 AND No critical element rated lower than “Minimally Successful”. |
| Unsatisfactory | One or more critical elements rated “Unsatisfactory”. |

Final grades are up to the academic institution and any evaluations from the supervisor are suggestions based on performance. Suggested corresponding grades are as follows:

| Letter Grade | NPS rating |
|--------------|---|
| A+ | Exceptional (4.6 – 5.00) |
| A | Superior (3.6 – 4.59) |
| A- | Fully Successful (3.0 – 3.59) |
| B | Minimally Successful (2.0 – 2.99) |
| C | Unsatisfactory (One or more critical elements rated “Unsatisfactory”) |

Signature Sheet

Notification of Standards: *Signatures certify that critical elements/standards were discussed)*

| | | |
|-----------|-------------------|-------------|
| Employee: | Field Supervisor: | Supervisor: |
| Date: | Date: | Date: |

Employee Input into Development of Standards: *Signatures certify intern involvement was solicited by supervisor:*

| | | | |
|-----------|-------|-------------------|-------|
| Employee: | Date: | Field Supervisor: | Date: |
|-----------|-------|-------------------|-------|

Progress Review: *Signatures certify that performance was discussed.*

| | | | |
|-----------|-------|-------------------|-------|
| Employee: | Date: | Field Supervisor: | Date: |
|-----------|-------|-------------------|-------|

Final Review: *Signatures certify that performance was discussed.*

| | | |
|-----------|-------------------|-------------|
| Employee: | Field Supervisor: | Supervisor: |
| Date: | Date: | Date: |