

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Cyert Hall, Suite 101, Pittsburgh, PA 15213
 Phone: (412) 268-5231 ▪ Email: oiie@andrew.cmu.edu ▪ Web: www.cmu.edu/oiie

Carnegie Mellon University J-1 Student Intern Evaluation Form

J-1 Student Intern Evaluation 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.

J-1 Student Intern Evaluation 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 Family/Last Name:	Student Intern's Given/First Name:
Professor's Full Name:	Hosting Department:
Professor's Full Email Address:	Professor's Full Title:
Is This A Mid-Point Evaluation:	Is This A 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
Comments:	

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

	Excellent	Above Average	Average	Below Average
Comments:				

Professor's Signature: _____

Date: _____

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- The Student Intern must fill out Section II.
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Section II: To be completed by the Student Intern

Student Intern's Family/Last Name:	Student Intern's Given/First Name:
Student Intern's Date of Birth:	Hosting Department:
Student Intern's Email Address:	Dates Of Current Training Program:

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

Comments:

Provide recommendations you may have to improve this internship program.

Student Intern's Signature: _____

Date: _____