

**SITE SUPERVISOR PORTFOLIO REVIEW**  
Messiah College Internship Program

As part of Messiah College's internship requirements, out interns must submit a portfolio showcasing their work accomplishments and learning outcomes. Prior to the submission of the portfolio to the college internship advisor, you should have the opportunity to review your intern's portfolio as follows:

- Schedule an appointment to review the portfolio sometime during the week prior to it due date.
- The intern should orally present his/her portfolio to you.
- Use the portfolio as a basis for debriefing the internship experience together.
- You may wish to take an additional hour or two to read the portfolio, but please return promptly.
- Do not write or mark upon the portfolio.

Please complete the following form and return it, along with your final evaluation of the intern, to the internship office.

**Intern Name:** (Please print:) \_\_\_\_\_

1. **Verification.** Do the contents of the portfolio accurately portray the efforts, progress and/or accomplishments of the intern?  
 Yes  
 No. Please Explain.
  
2. **Confidentiality.** Do the contents of the portfolio meet your organization's acceptable standards of privacy and confidentiality?  
 Yes  
 No. If not, what steps have you recommended to the intern in order to meet these standards?
  
3. **Technical / Research-Oriented Information.** Do the contents of the portfolio present technical components, research techniques, processes and conclusions accurately?  
 Not applicable  
 Yes  
 No. Please explain:
  
4. **Professional Feedback.** If this portfolio were presented to you in a job interview, would you be impressed with the quality of its appearance and content?  
 Yes  
 No

We hope that you will provide feedback to the intern regarding the portfolio. Please communicate to them what impresses you and what could be improved.

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title/Agency:** \_\_\_\_\_

*Thank you for your input!*  
Please mail or fax this assessment form to:  
Internship Center, Messiah College, Box 4514, Grantham, PA 17027 / Fax: 717-691-6043