

**Cover Letter to Internship Supervisor about Intern Evaluation**

[Date]

Dear [insert name of internship supervisor]:

Attached please find a copy of the Intern Evaluation. This form is provided at the outset of the internship so that supervisors can anticipate what information and feedback they will be asked to provide at the end of the internship. The form will be provided to you again towards the end of the semester. You will receive one copy for each intern you are supervising from our program.

The evaluation from the intern's supervisor is an important part of the intern's experience and of our internship program. The evaluation provides detailed feedback to interns about their growth and performance. This helps them to be aware of their areas of strength as well as the areas in which they need improvement. This type of feedback is critical in preparing the students for their future careers. We encourage you to set aside time to discuss the evaluation with the intern at the end of the internship.

Because we value the supervisor's perspective, the intern evaluation is worth \_\_\_\_\_ percent of the student's final grade in the course. Please be as detailed as possible in your feedback. The most helpful evaluations include comments on the intern's specific strengths and areas for improvement, supported when appropriate by detailed examples and suggestions for continued development. For each area, the ratings are exceptional, superior, satisfactory, conditional, and unsatisfactory. These categories are roughly equivalent to the letter grades of A, B, C, D, and F.

The evaluations also help our department improve the internship program. Taken together, the evaluations enable us to detect areas of strengths and weaknesses that our larger curriculum can work to address. Towards this end, we encourage feedback on the internship program apart from specific interns. Please reach out at any time with comments, questions, or suggestions about the program. Also, please email or call the program immediately if there are concerns or problems related to the intern during the internship. Our contact information is included below.

Thank you for your willingness to supervise interns from our program. We sincerely appreciate your participation, and we look forward to working together.

Best regards,

[Name] [Title]

[Phone] [Email]