FORM IV
Supervisor’s Midterm Report

Intern Name: ___________________________ Agency: ___________________________

This report should be a narrative summary of the intern’s experiences and the impressions agency personnel
have concerning the intern’s performance during the first-half of the internship (MS Word version with
embedded text boxes that expand automatically to accommodate responses, click on *, is available at
http://www.wiu.edu/coehs/leja/fire/index.php, (Current Students, Internship Forms). Please comment about
the intern’s work, dependability, job knowledge, ability to learn, judgement, initiative, cooperation, attitude,
punctuality, criticisms, and suggestions for the remainder of the internship. After discussing the evaluation
with the intern, please mail the completed form to Internship Coordinator, WIU - LEJA, 1 University
Circle, Macomb, IL 61455. If more convenient, the evaluation may be e-mailed to j-swanson@wiu.edu; the
sender’s professional e-mail address represents a signature.

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Submitted by ____________________________ (Typed or Printed) ____________________________ (Title)

______________________________ (Signature) ______________________________ (Date)

______________________________ (E-mail Address)