

516 High Street - Miller Hall 318 Bellingham, Washington 98225-9091 (360)650-2460 www.wwu.edu/hsr

## Dear Field Supervisor,

Thank you for providing an internship opportunity for a Human Services student in your organization this quarter.

As a Field Supervisor you have been asked to complete a Performance Evaluation of your intern's work for the quarter. Previously, this has been completed via a paper form; however, we now have an online version of the paper evaluation, which we hope will provide a convenient way for you to submit the evaluation and share it with your intern.

Use the provided link to take you to the survey. Once you have completed and submitted the survey, the webpage will redirect you to another webpage which shows your completed survey. At this point you can print the webpage to share with the student, or save the page to email the student if you prefer.

## Submit your completed survey:

Q12. By typing in my name and dating below, I acknowledge that the information above is an accurate evaluation of the student's work during the quarter	
John Doe	
Q13. I have shared this evaluation with the student intern.	
• Yes	
O No	
>>	

You will be redirected to the completed survey: From here print from your browser, or save as a webpage by using your tool bar to pick the following: File/Save as/Web Archive, Single file. You can now share the link via email with the student.

