

**JUDICIAL BRANCH EXPERIENTIAL
LEARNING PROGRAMS (JBELP) -
FINAL INTERN EVALUATION**

JD-ES-311 Rev. 11-15

STATE OF CONNECTICUT
**SUPERIOR COURT
JUDICIAL BRANCH**
www.jud.ct.gov



Instructions to Volunteer/Intern Coordinator

1. Complete Section I with details of each intern placement with your office.
2. Specify in Section II whether each intern met the program requirements.
3. In Section III, rate each intern's characteristics according to the scale provided.
4. Sign this form and return it to: Two Riverview Square, 99 East River Drive, 7th Floor, East Hartford, CT 06108

I. Intern Information

Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	School Year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Law Intern <input type="checkbox"/> Paralegal <input type="checkbox"/> Postgraduate
Name		Date
Coordinator	Placement Site Office (e.g., adult probation, clerk's office, etc...)	
Workplace Host	School	Total Number of Hours Completed

II. Administrative Program Requirements

Requirement	Requirement met?	
Submitted Required Number Journal Entries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attended Required Number of Supervision Sessions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attended Trainings/Seminars	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Maintained Mandatory Minimum Number of Hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the student meet the minimum administrative requirements of the program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

III. Workplace Host Evaluation

Category	Rating
Job Knowledge	
Work Quality	
Attendance/Punctuality	
Initiative	
Communication Skills	
Dependability	
Overall Workplace Rating	

Ratings: (1)=Poor (2)=Fair (3)=Satisfactory (4)=Good (5)=Very Good (6) = Excellent

Comments

Signed (Volunteer/Intern Coordinator)	Print name	Date
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ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.