

Diocese of St. Petersburg Diaconate  
Formation Internship Program  
**Supervisor and Intern Meeting Form**

Meeting 1 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 2 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 3 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 4 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 5 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 6 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Meeting 7 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

**Final Meeting to Discuss Evaluation:**

Final Meeting Date: \_\_\_\_\_ Time \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

**Supervisor Evaluation**

Regular meetings between you and your supervisor are not optional, and a record of the meetings is part of the supervisor evaluation form. The Supervisor & Intern Meeting Record Form should be included with the evaluation and reflection paper. Even though the Supervisor evaluations will be forwarded by you, your signature on the supervisor evaluation indicates that you have met with your supervisor and discussed the evaluation. Internships are not complete without a supervisor's evaluation.

**Supervisor Notes:**