

## SUPERVISOR EVALUATION OF INTERN

Human Services cumulative Spring 2018 through Spring 2022

N = 29

Internships offer a critical laboratory for converting classroom knowledge into practical wisdom. In this process, you have been a key partner. In this evaluation, please help us ascertain the student's performance in executing the responsibilities provided by this internship. Your assessment will count for a significant part of the grade that this student earns in the Internship course. Please take a few minutes to rate the student in the areas below. If any of the following criteria are not applicable to this internship experience, please mark the column "n/a".

*Please use the following scale to rate the student intern in each of the criteria below:*

*5 = Exceptional*

*4 = Commendable/Above Average*

*3 = Fair/Average*

*2 = Uncomplimentary/Below Average*

*1 = Unsatisfactory/Poor*

*n/a = Does not apply*

Please rate the student intern on each item (use scale above)	5	4	3	2	1	n/a
<b>ABILITY TO LEARN</b>						
1. Asks pertinent and purposeful questions	16	9				
2. Seeks out and utilizes appropriate resources	18	10	1			
3. Accepts responsibility for mistakes and learns from experiences	16	11				2
<b>READING/Writing/COMPUTATION SKILLS</b>						
1. Reads/comprehends/follows written materials	23	6				
2. Communicates ideas and concepts clearly in writing	18	3	2	3		3
3. Works with mathematical procedures appropriate to the job	4					25
<b>LISTENING AND ORAL COMMUNICATION SKILLS</b>						
1. Listens to others in an active and attentive manner	29					
2. Effectively participates in meetings or group settings	23	6				
3. Demonstrates effective verbal communication skills	16	10	3			
<b>PROFESSIONAL AND CAREER DEVELOPMENT SKILLS</b>						
1. Exhibits self-motivated approach to work	23	4	1	1		
2. Demonstrates ability to set appropriate priorities/goals	25	3		1		
3. Exhibits professional behavior and attitude	23	5	1			
<b>INTERPERSONAL AND TEAMWORK SKILLS</b>						
1. Manages and resolves conflict in an effective manner	17					11
2. Supports and contributes to a team atmosphere	22	6	1			
3. Demonstrates assertive but appropriate behavior	15	13	1			
<b>ORGANIZATIONAL EFFECTIVENESS SKILLS</b>						
1. Seeks to understand and support the organization's missions/goals	20	8	1			
2. Fits in with the norms and expectations of the organization	20	7	2			
3. Works within appropriate authority and decision-making channels	17	20	2			
<b>BASIC WORK HABITS</b>						
1. Reports to work as scheduled and on time	22	5		1	1	
2. Exhibits a positive and constructive attitude	21	6		1	1	
3. Dress and appearance are appropriate for this organization	26	2	1			

Please rate the student intern on each item (use scale above)	5	4	3	2	1	n/a
<b>CHARACTER ATTRIBUTES</b>						
1. Brings a sense of values and integrity to the job	27	1	1			
2. Behaves in an ethical manner	27	2				
3. Respects the diversity (religious/cultural/ethnic) of co-workers	28	1				
<b>ACADEMIC KNOWLEDGE</b>						
1. Intern has sufficient academic knowledge to contribute to the organization.	18	10	1			
2. Understands concepts and applies knowledge on the job.	20	6	2	1		
COMMENTS (Please add any comments regarding Academic Knowledge here.):						
<b>TECHNICAL SKILLS</b>						
Intern has technical skills appropriate to the level in school and in job requirements.	26	2	1			
<b>QUALITY OF WORK:</b>						
1. Intern completes tasks accurately and thoroughly.	11	17	1			
2. Work reflects neatness, attention to detail, and compliance to company standards.	19	8	2			
<b>ANALYSIS AND JUDGMENT</b>						
1. Intern demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems.	13	14	1			1
2. Makes sound decisions.	20	6	3			
<b>PROFESSIONALISM</b>						
1. Intern exhibits self-confidence and maturity.	15	12			1	1
2. Projects a professional appearance.	26	1	2			
3. Displays a willingness to learn.	23	3	2	1		
4. Accepts suggestions and constructive feedback.	26	2	1			
<b>ACCOUNTABILITY</b>						
1. Intern is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.	23	4		1	1	
<b>OPEN CATEGORY: INDUSTRY-SPECIFIC SKILLS</b>						
Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.						
<b>OVERALL RATING</b> (Please provide an overall rating of your intern.)	28		1			
<b>INTERN EXCELS AT:</b>						
<b>INTERN NEEDS TO WORK ON:</b>						
<b>ADDITIONAL COMMENTS:</b>						

Please rate the student intern on each item (use scale above)	5	4	3	2	1	n/a
WHAT DO YOU THINK THE INTERN COULD HAVE DONE DIFFERENTLY TO MAKE THE INTERNSHIP EXPERIENCE EVEN MORE MEANINGFUL?						
WILL THIS STUDENT LIKELY BE HIRED AS A PERMANENT EMPLOYEE? IF YES, WHAT IS THE JOB TITLE? ANNUAL SALARY?						
WHICH SEMESTERS ARE YOU INTERESTED IN POSTING AN INTERNSHIP WITH ARKANSAS TECH?						

In what ways do you feel we could improve our services to students?

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_____ <i>Internship Site Representative's signature</i>	_____ <i>Internship Site</i>	_____ <i>Date</i>
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