



MEDAILLE
COLLEGE

SITE SUPERVISOR EVALUATION OF STUDENT FORM

The College relies heavily on the site supervisor's informed evaluation of internship students in assessing the quality of their performance and degree of learning. We ask you take the time to provide a thorough and accurate assessment of the performance of the intern named below. By sharing honestly and constructively your perceptions of the student's performance, you will contribute significantly to her/his personal, intellectual, and professional development. **Please fill out the entire form.**

Name of Student: _____

Semester: _____

PART I STUDENT PERFORMANCE RATINGS

Using the scale provide, respond to the following statements about this intern's performance and academic capabilities. Please add additional comments as needed.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

| Item | The student | Score |
|------|---|-------|
| 1 | Achieved her/his internship learning objectives | |
| 2 | Demonstrated necessary writing and speaking skills | |
| 3 | Was able to apply classroom knowledge to the internship setting effectively | |
| 4 | Demonstrated critical thinking and problem-solving skills | |
| 5 | Demonstrated initiative and the ability to learn | |
| 6 | Responded well to supervision and constructive criticism | |
| 7 | Showed the capacity to be a self-sufficient, independent worker | |
| 8 | Worked effectively with others on team projects | |
| 9 | Exhibited a sense of responsibility and dependability | |
| 10 | Exhibited a positive attitude toward work and co-workers | |
| 11 | Showed creativity and originality | |
| 12 | Exhibited a professional attitude | |
| 13 | Behaved ethically | |
| 14 | Demonstrated sensitivity to diversity in the workplace | |
| 15 | Adapted well to changing circumstances | |
| 16 | Presented an appropriate professional appearance | |
| 17 | Made progress throughout the internship | |
| 18 | Completed a sufficient quantity of work | |
| 19 | Produced quality work | |
| 20 | Demonstrated awareness of her/his strengths/weaknesses | |



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PART II EXTENDED CRITIQUE

Please respond to the following questions about the student's performance and capabilities.

1. To what degree has the intern successfully achieved his/her learning goals?

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2. Has the intern demonstrated professional growth and insight? Be specific.

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3. What are his/her greatest strengths?

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4. What areas of performance or knowledge/skill deficiencies should the intern address to enhance her/his professional potential?

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5. What constructive feedback would you offer to help the intern get more out of her/his next internship or to achieve success at her/his first job upon graduation?

6. Which areas of the intern's academic preparation appear to be strong or in need of improvement?

PART III FINAL EVALUATION

How would you rate the intern's overall performance? Circle the appropriate descriptor and number. Benchmark the evaluation against the 20 criteria above as well as others you deem appropriate.

| | |
|---|---|
| 1 | Poor: Recommend that academic credit not be awarded based on insufficient effort and performance as well as lack of demonstrated learning |
| 2 | Below Average: Intern demonstrated effort, but performance was unsatisfactory and below expectations |
| 3 | Average: Intern satisfactorily met established learning standards and job performance expectations |
| 4 | Above Average: Intern somewhat exceeded average undergraduate learning standards and work performance expectations based on criteria listed |
| 5 | Excellent: The intern's demonstrated learning and development well exceeded the average and her/his performance was exemplary on all standards |

PART IV APPROVALS AND ACCOUNTABILITIES

1. Site Supervisor

The above is my evaluation of _____ . I have reviewed my evaluation with the student.

Supervisor:

Title:

Signature:

Phone:

2. Student Intern

I have read my supervisor's evaluation and/or discussed the evaluation with my supervisor.

Signature: _____

Date: _____

3. Faculty Internship Coordinator/Evaluator

I have read the supervisor's evaluation of the student.

Signature: _____

Date: _____

January 2010