



INR 4943 International Studies Internship
Site Supervisor Evaluation Form

Student Name: _____ Date: _____

Site Supervisor/Evaluator: _____

Organization Name: _____

First Day of Internship: _____ Last Day of Internship: _____

The final evaluation should be shared with the student. Your discussion of the evaluation with the student is an opportunity to enhance the student's personal and professional growth, based upon the feedback.

As a guideline, the following categories have been established:

- OUTSTANDING - Indicates exceptional achievement
VERY GOOD - Indicates extensive achievement
SATISFACTORY - Indicates acceptable achievement
NEEDS IMPROVEMENT - Indicates minimal achievement
NOT APPLICABLE

I. PROFESSIONAL PERFORMANCE

Please comment on any or all of the following:

- _____ Able to establish work goals
_____ Successful in achieving goals and planning work to be accomplished
_____ Displays ability to organize responsibilities
_____ Possesses skills commensurate with academic level
_____ Demonstrates objectivity regarding own performance and quality of work
_____ Displays capacity to motivate others
_____ Demonstrates ability to actively listen and communicate ideas
_____ Strives for quality in written expression
_____ Other: _____

II. PROFESSIONAL KNOWLEDGE

Please comment on any or all of the following:

- _____ Displays ability to integrate conceptual knowledge and professionally related skills
_____ Displays knowledge and understanding of program principles and methods
_____ Demonstrates ability to apply knowledge in a practical manner
_____ Demonstrates ability to think independently
_____ Possesses a wide variety of interests
_____ Displays expanding scope of interests and willingness to learn
_____ Other: _____



III. PROFESSIONAL PERSONALITY

Please comment on any or all of the following:

- _____ Displays enthusiasm
- _____ Exhibits pleasant, tasteful personal appearance
- _____ Is courteous and tactful
- _____ Exhibits professional voice quality, speech presentation, tone and inflection
- _____ Displays mature judgment
- _____ Consistent and fair with interpersonal relationships in the workplace
- _____ Demonstrates flexibility
- _____ Other: _____

IV. PROFESSIONAL ATTITUDE

Please comment on any or all of the following:

- _____ Displays initiative and imagination
- _____ Displays zeal for the profession
- _____ Accepts assignments willingly
- _____ Upholds departmental policies
- _____ Demonstrates positive relationships with organization’s staff members
- _____ Accepts suggestions, direction and critical evaluation
- _____ Offers opinions and suggestions at appropriate times/place
- _____ Other: _____

COMMENTS

Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach a sheet or use the back of this form.

Student’s Signature: _____ Date: _____

Site Supervisor’s Signature: _____ Date : _____