

APPENDIX G
FINAL EVALUATION OF STUDENT INTERNSHIP PERFORMANCE
(To be completed the last week of the internship)

STUDENT'S NAME _____

STUDENT'S TITLE OR ASSIGNMENT _____

INTERNSHIP AGENCY _____

AGENCY SUPERVISOR _____ DATE _____

This evaluation should be made with care for the interest of the intern. The student's strengths and weaknesses should be carefully assessed. Be as accurate and objective as possible. Consider the total internship experience rather than isolated incidents for the basis of your evaluation. Please share the evaluation with the student through an evaluation conference with the agency supervisor.

The following categories should serve as a guide in completing the evaluation report.

- 5 = Superior
- 4 = Good
- 3 = Satisfactory
- 2 = Needs Improvement
- 1 = Unacceptable
- 0 = Do not know

Ratings of 4 or 5 should be given only to students demonstrating above average professional competencies.

A. Professional Performance

- ____ Establishes work goals
- ____ Achieves goals
- ____ Plans work to be accomplished
- ____ Displays ability to organize people and resources
- ____ Completes tasks on or before due date
- ____ Possesses skills commensurate with academic degree
- ____ Displays an increased skill level in all functions and areas
- ____ Critically evaluates own performance and quality of work
- ____ Motivates others
- ____ Displays ability to lead and direct
- ____ Conducts self well before groups
- ____ Displays ability to orally communicate ideas
- ____ Strives for quality in written expressions
- ____ Gains and holds respect and confidence of participants
- ____ Gains and holds respect and confidence of associates
- ____ Demonstrates initiative in developing and conducting a program
- ____ Recognizes problems and proceeds on own initiative
- ____ Delegates responsibility effectively
- ____ Produces effective solutions to disciplinary problems

Other noted performance traits: _____

B. Professional Knowledge

- _____ Displays an initial basic knowledge and understanding of leisure services as a profession
- _____ Has displayed growth in knowledge and understanding of subject matter
- _____ Ability to apply knowledge in a practical way
- _____ Ability to think independently
- _____ Possesses a wide variety of interests
- _____ Displays expanding scope of interest
- _____ Understand and is sensitive to group needs

Other noted knowledge traits: _____

C. Professional Behaviors

- _____ Is enthusiastic
- _____ Is cheerful and friendly
- _____ Exhibits pleasant, tasteful personal appearance
- _____ Maintains good health habits
- _____ Is courteous and tactful
- _____ Employs quality voice and speech presentation, tone, and inflection
- _____ Displays mature judgment
- _____ Displays sense of humor
- _____ Is consistent but fair in relationships
- _____ Is persistent but flexible
- _____ Is resourceful
- _____ Is able to adjust to situations
- _____ Displays diplomacy in relationships with colleagues
- _____ Displays evenness of disposition and absence of tension symptoms
- _____ Has no distracting or irritating mannerisms
- _____ At ease with people of different ages and status
- _____ Shows imagination and creative thinking

Other noted traits: _____

D. Professional Attitude

- _____ Displays initiative and imagination
- _____ Displays zeal for the profession
- _____ Accepts assignments willingly
- _____ Actively seeks and is alert to potential learning situations
- _____ Attends professional meetings
- _____ Understands, follows, and upholds agency rules and regulations
- _____ Accepts suggestions and criticism willingly

Other noted traits: _____

Agency Supervisor Comments

Please make any additional comments, recommendations, suggestions that you may have.

Intern's strong points:

Intern's weak points:

Additional comments/recommendations:

THANK YOU!

Agency Supervisor Signature

Date

Recommended Grade (*optional*)

Student Signature

Date