

Supervisor Internship Evaluation

Please download the form to your computer, complete it, save it, and then email it to the intern's faculty advisor. Thank you.



Recreation Management and Leadership

Supervisor Name

Organization

Student's Name

Is this the midterm or final evaluation for the student? (Please indicate)

Midterm

Final

Date

Total Hours of Internship Completed to Date

Please provide feedback that will assist the student in assessing their professional readiness. Please reflect carefully on the student's overall performance and make a candid judgment of the qualities of the intern. After completing this form, please schedule time to share and discuss the evaluation with the intern as a component of their professional growth. It is also helpful to review this evaluation in the context of the student-generated goals that were established prior to the internship.

Professional Performance

	Not Applicable	Rarely	Sometimes	Frequently	Almost Always
Establishes work objectives					
Plans work to be accomplished					
Organizes work well					
Displays ability to solve problems					
Utilizes all available resources					
Displays ability to lead and direct					
Has ability to work independently					
Possesses strong communication skills					
Displays a noticeable capacity for work and production					
Is objectively aware of their own performance and quality of work					
Keeps complete and accurate records					
Completes assignments on time					
Shows concern for safety of others					
Maintains an atmosphere for sharing ideas					

Professional Behavior and Attitude

	Not Applicable	Rarely	Sometimes	Frequently	Almost Always
Shows enthusiasm					
Displays good judgment					
Demonstrates initiative					
Displays creativity and imagination					
Displays appropriate maturity					
Displays flexibility in work					
Is dependable					
Dresses appropriately for occasion					
Is self-confident in their actions					
Gains respect of others					
Is sensitive to the needs of others					
Is tactful in relations with others					
Accepts suggestions, direction, and critical evaluation					
Accepts assignments willingly					
Complies with agency policies					
Uses authority constructively					
Handles conflict effectively					
Possesses effective written communication skills					
Possesses effective oral communication skills					
Considers the viewpoints of others					

Professional Knowledge

	Not Applicable	Rarely	Sometimes	Frequently	Almost Always
Demonstrates an understanding of the requirements and responsibilities of the internship and its place in the organization					
Demonstrates an understanding of the recreation profession through their work and interaction with others					
Demonstrates an understanding of human behavior associated with various ages, groups, disabilities, etc.					
Demonstrates an understanding of the functions of other departments, service areas, and resources serving clients/ consumers					

Performance Appraisal

Describe the student's **most significant strengths**

Describe the areas in which the student **needs the most improvement**

Agency Supervisor Overall Assessment

	Greatly Exceeds Standards	Exceeds Standards	Met Standards	Below Standards	Significantly Below Standards
As an employee and intern with your organization, this student's performance:					

Please provide a brief justification and rationale for your rating above

This space is for any additional comments you would like

Please save this form and share your assessment with the student being evaluated and then email a copy to the student's faculty supervisor.

Department of Health and Human Development

Recreation Management and Leadership

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