

Internship Performance Evaluation

Intern Name: _____

Site Name: _____

Faculty Supervisor: _____

Site Supervisor _____

Period of Internship from Start Date: _____ To: _____

Cumulative # of Hours Completed: _____

Site Supervisor Instructions:

- Fill out **midpoint evaluation** upon intern’s completion of 200 hours. The evaluation should be used to identify strengths and weaknesses as a basis for assessing progress.
- Fill out **final evaluation** immediately after 400 hours, and it should reflect the intern’s overall performance and growth over the hours. Base your judgement on the entire period covered by these reports rather than focusing on isolated incidents. Submit to cesheric@gmu.edu while intern submits via Canvas and in student portfolio.

| |
|---|
| <p>Site Supervisor please check (√) the appropriate box.</p> <p><input type="checkbox"/> Midpoint or <input type="checkbox"/> Final Evaluation</p> |
|---|

| | | | | |
|------------------------|------------------------------|------------------------|--------------------------|----------------|
| Does not meet needs of | Approaching Job Requirements | Meets Job Requirements | Exceeds Job Requirements | Not Applicable |
|------------------------|------------------------------|------------------------|--------------------------|----------------|

Section A: Intern’s General Professional Performance

| | | (1) | (2) | (3) | (4) | n/a |
|--|---|-----|-----|-----|-----|-----|
| Behavior | Professional appearance (e.g. neatness, appropriate dress) | | | | | |
| | Seeks responsibility | | | | | |
| | Demonstrates initiative | | | | | |
| | Dependability (e.g. punctual, completes work) | | | | | |
| | Accepts direction and constructive criticism | | | | | |
| | Ability to work independently | | | | | |
| | Motivation (e.g. enthusiasm, attitude towards duties) | | | | | |
| | Resourcefulness (e.g. use of resources, varied approaches/ideas) | | | | | |
| Offers opinions and suggestions | | | | | | |
| Relations | Rapport with staff (e.g., co-workers, volunteers) | | | | | |
| | Interaction with public (i.e., clients, participants, patients) | | | | | |
| | Understands needs of clients | | | | | |
| | Ability to plan for client’s needs | | | | | |
| | Adaptability (e.g., adjusts plans/actions according to situation) | | | | | |
| Performance/knowledg | Planning and organizing work schedule (e.g., time management) | | | | | |
| | Judgment (e.g., common sense, problem solving skills) | | | | | |
| | Task accomplishment | | | | | |
| | Oral communication | | | | | |
| | Written communication | | | | | |
| | Evaluation, self-improvement | | | | | |
| | Leadership ability | | | | | |
| | Quantity of work | | | | | |
| | Quality of work | | | | | |
| | Understanding of agency’s goals and operations | | | | | |
| | Knowledge of field | | | | | |
| Overall Rating of Intern’s Performance for Your Agency: | | | | | | |

Section B: Written Evaluation of Intern’s Performance

For each of the criteria below, briefly comment on the intern’s abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite skills, current knowledge and skill of profession)

2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)

3. Public Relations (e.g., with supervisors, co-workers and public: courtesy, insight, respect, tact)

4. Additional Comments

Signature*

Site Supervisor: _____ **Date:** _____

**Signing this form indicates the supervisor and intern have reviewed and discussed the evaluation. It does not necessarily indicate the intern’s agreement with the content. Supervisors may append additional comments about the intern’s performance.*

****Please note that this evaluation is part of the student’s (intern’s) overall grade in this fieldwork experience course, and is protected by the Family Educational Rights and Privacy Act (FERPA). Therefore, the information provided in this evaluation is restricted to the student, the student’s (intern’s) direct site supervisor(s), and the student’s (intern’s) university faculty supervisor and internship coordinator.**