



**Northern Vermont University-Johnson Internship Program**  
**INTERN SELF-EVALUATION**

Instructions:

The evaluative process is extremely important and is a critical part of the internship process. This form is used for five primary purposes:

- To provide the student with evaluative feedback concerning performance of his or her major areas of responsibility in this assignment;
- To identify areas in which the student needs to strive for improvement;
- To give the student an idea of their current strengths and weaknesses as related to the pursuit of a career;
- To allow the intern to assess the ability of the site to host an interns and the quality of supervision from both the site supervisor and the NVU faculty supervisor; and
- To help the faculty supervisor determine a satisfactory/unsatisfactory grade for the student's performance.

Not only does this evaluation give you, the student, the chance to reflect upon the internship experience, it also gives you the opportunity to help improve the experience for future interns and the site supervisors who host them. Therefore, both the student and the site supervisor are requested to complete the same evaluation form. The supervisor and the student should complete these evaluations independently and then discuss them jointly in an evaluation conference. Knowing it is difficult to remain objective with evaluation forms, please exercise your best personal and professional judgment in completing this evaluation.

**Please complete this form and return to the Northern Vermont University faculty supervisor by the date specified on the internship contract.**

Note: Should the site supervisor have an agency evaluation form available and prefer to use that form, it may be substituted for this form.

Check one:  Mid-term       End-of-term

Date: \_\_\_\_\_

Intern Name: \_\_\_\_\_

Email: \_\_\_\_\_

Term:  Fall     Spring     Summer    Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Site Supervisor's email: \_\_\_\_\_

NVU Faculty Supervisor: \_\_\_\_\_

NVU Faculty Supervisor's Email: \_\_\_\_\_

**Section A.**

**Intern Self-Evaluation: Please make a judgment for each area listed below. Descriptive phrases and words have been included to provide a clearer understanding of each area. Use the following rating scale:**

**(1) Poor (2) Fair (3) Adequate (4) More than Adequate (5) Excellent (6) N/A**

Individual Characteristics	Rating	Professional Characteristics:	Rating	Overall Internship Evaluation:	Rating
Personal Appearance: Appropriately dressed; well-groomed		<b>Knowledge of Position:</b> Displays an operational knowledge of the skills and duties required to perform in this position, commensurate with educational level; examples include knowledge of philosophy, administrative practices, and programming methods and materials; can apply these principles to job performance		Quality of total performance on the basis of job requirements, assignments and objectives	
<b>Dependability:</b> Reliable; punctual; completes assignments on or before due date		<b>Leadership:</b> Conducts self well before groups; displays flexibility and ability to make decisions; displays mature judgment		My academic program prepared me for the internship	
<b>Initiative:</b> Able to think and work independently; looks for and finds meaningful work; self-starter		<b>Creativity:</b> Displays imagination; uses physical and human resources well; generates and implements new ideas		The internship experience has prepared me for a successful transition into a professional job	
<b>Personality:</b> Enthusiastic, courteous and tactful; friendly; displays a concern for others; displays a sense of humor		<b>Judgment:</b> Possesses common sense; prioritizes tasks; evaluates before making a decision; uses tact		<b>Comments:</b>	
<b>Ability to Accept Feedback:</b> Is willing to accept suggestions, direction and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions		<b>Commitment:</b> Displays a zeal for the profession; accepts assignments willingly; is active in professional organizations			
<b>Comments:</b>		<b>Relationships:</b> Relates well to other employees; relates well with public (clients) and/or other agencies		If you were required to assign a Pass/Fail grade for yourself in respect to this internship experience, it would be (check one): <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		<b>Comments:</b>		<b>Student's Signature:</b>	

**Section B.**

**Student Evaluation of Internship Site/Site Supervisor:** Please be honest and constructive in your response and use the following scale:

**(2) Poor (2) Fair (3) Adequate (4) More than Adequate (5) Excellent (6) N/A**

<b>Internship Site:</b> Please evaluate the quality of your internship site, rating the strengths and weaknesses of the site in terms of meeting your needs as an intern. Please rate the following items, but include other information you feel pertinent in the comments section.	<b>Rating</b>	<b>Internship Site Supervisor:</b> Please evaluate the quality of the site supervision you received from your site supervisor during your internship. Please rate the following items, but include other information you feel pertinent in the comments section.	<b>Rating</b>
Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and projects		Quality of orientation to your site	
		Willingness to discuss the full range of your activities at the site	
Willingness of agency staff to provide professional development opportunities through training programs, seminars and similar activities		Ability to respond to your problems and to help you work toward solutions	
		Adequate number of supervisory meetings	
Assistance in helping you meet your personal and professional goals and objectives		Quality of supervisory meetings	
Adequate resources available (desk, phone, computer, library, equipment, supplies, tools, etc.)		Sensitivity to your needs in accomplishing your objectives	
Employment of qualified, professional staff with demonstrated capability to provide competent mentorship and professional support		Provided appropriate mentorship	
		Understanding of philosophy and practices in the profession	
Opportunities to relate classroom theory to practical situations		Openness to change, innovation and new techniques	
<b>Comments:</b>		<b>Comments:</b>	