



Northern Vermont UNIVERSITY

Northern Vermont University Internship Program SITE SUPERVISOR EVALUATION OF NVU INTERN

Thank you for hosting a Northern Vermont University-Johnson intern. This opportunity allows students to test their academic knowledge in community based organizations and to work with professional mentors within your staff.

Instructions:

The evaluative process is extremely important and is a critical part of the internship process. This form is used for four 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 his or her current strengths and weaknesses as related to the pursuit of a career;
- To help the faculty supervisor determine a satisfactory/unsatisfactory grade for the student's performance.

Not only does this evaluation give the student the chance to reflect upon the internship experience, but it also gives you, the site supervisor, 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.**

Check one: Mid-term End-of-term

Date: _____

Intern Name: _____

Term: Fall Spring Summer Year: _____

Internship Site: _____

Site Supervisor's Name: _____

Site Supervisor's Email: _____

NVU-J Faculty Supervisor Name: _____

NVU-J Faculty Supervisor Email: _____

Section A.

Site Supervisor Evaluation of Intern: 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. | | Knowledge of Position: 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. | |
| Dependability: Reliable; punctual; completes assignments on or before due date. | | | | | Comments: |
| Initiative: Able to think and work independently; looks for and finds meaningful work; self-starter. | | | | | |
| Personality: Enthusiastic, courteous and tactful; friendly; displays a concern for others; displays a sense of humor. | | | Leadership: Conducts self well before groups; displays flexibility and ability to make decisions; displays mature judgment. | | |
| Ability to Accept Feedback: Is willing to accept suggestions, direction and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions. | | | Creativity: Displays imagination; uses physical and human resources well; generates and implements new ideas. | | |
| Communication: Communicates ideas effectively; strives for and attains quality in written and verbal expression. | | | Judgment: Possesses common sense; prioritizes tasks; evaluates before making a decision; uses tact. | | |
| Comments: | | | Commitment: Displays a zeal for the profession; accepts assignments willingly; is active in professional organizations | | 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 Supervisor's Signature: |
| | | Relationships: Relates well to other employees; relates well with public (clients) and/or other agencies. | | | |
| | | Comments: | | | |

Please covert the student's Learning Objectives from the Internship Contract to this space:

| Learning Objectives | Poor (1) | Fair (2) | Adequate (3) | More than Adequate (4) | Excellent (5) | N/A (6) |
|---------------------|-------------|-------------|-----------------|------------------------------|------------------|------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| Comments: | | | | | | |