

#### Johnson State College Internship Program INTERN-SELF EVALUATION

#### Instructions:

Check one: 
Mid-term

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 his or her 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 intern and the quality of supervision from both the site supervisor and the JSC faculty supervisor;
- To help the faculty supervisor determine a satisfactory/unsatisfactory grade for the student's performance.

□ End\_of\_term

Not only does this evaluation give you, the student, the chance to reflect upon the internship experience, but 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 Johnson State College 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.

Date:	
Term: 🗆 Fall 🗆 Spring 🗆 Summer	Year:
Internship Site:	
Site Supervisor's Email:	
JSC Faculty Supervisor 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 Intership Evaluation:	
<b>Personal Appearance:</b> Appropriately dressed; well-groomed.		<b>Knowledge of Position:</b> Displays an operational knowledge of the skills and duties required to perform in this position,		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.		commensurate with educational level; examples include knowledge of philosophy, administrative practices, and programming		My academic program prepared me for the internship.	
<b>Initiative:</b> Able to think and work independently; looks for		methods and materials; can apply these principles to job performance.		The internship experience has prepared me for a successful transition into a professional	
and finds meaningful work; self-starter.		Leadership: Conducts self well before groups; displays		job.	
<b>Personality:</b> Enthusiastic, courteous and tactful; friendly;		flexibility and ability to make decisions; displays mature judgment.		Comments:	
displays a concern for others; displays a sense of humor.		Creativity:			
Ability to Accept Feedback: Is willing to accept suggestions, direction		Displays imagination; uses physical and human resources well; generates and implements new ideas.			
and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions.		Judgment: Possesses common sense; prioritizes tasks;			
Comments:		evaluates before making a decision; uses tact.			
		<b>Commitment:</b> 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) <b>PASS FAIL</b> Student's Signature:	
		<b>Relationships:</b> Relates well to other employees; relates well with public (clients) and/or other agencies.			
		Comments:			

## Section B.

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

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

<b>Internship Site:</b> Please evaluate the quality of your <b>internship site</b> , 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.	Rating	<b>Internship Site Supervisor:</b> Please evaluate the quality of the <b>site supervision</b> 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.	Rating
Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and		Quality of orientation to your site.	
projects.		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.	
		Provided appropriate mentorship.	
Employment of qualified, professional staff with demonstrated capability to provide competent mentorship and professional support.		Understanding of philosophy and practices in the profession.	
Opportunities to relate classroom theory to practical situations.		Openness to change, innovation and new techniques.	
Comments:		Comments:	