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**Final Evaluation of Student’s Professional Development**

**To be completed by Site Supervisor**

This assessment is a tool used to measure the student’s worksite performance. Your comments are highly valued as an evaluation tool for the student. The evaluation criteria are starting points for discussion at the conclusion of the student’s work experience. Both you and the student are requested to sign the form after the content is discussed with the student. The information on this document is one of the determining factors for the final internship grade.

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Internship: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the individual student being evaluated, please give each statement a numerical value based upon the following:

4 Outstanding (Always demonstrates this ability/consistently exceeds expectations)

3 Above Average (Usually demonstrates this ability/sometimes exceeds expectations)

2 Average (Sometimes demonstrates this ability/meets expectation)

1 Needs Improvement (Seldom demonstrates this ability/rarely meets expectations)

N Statement does not apply or is not appropriate to the position or level of functioning expected of the student.

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| 1. | Is dependable and reliable in work tasks and level of performance | 4 3 2 1 N |
| 2. | Is able to keep supervisor informed of work progress and process. | 4 3 2 1 N |
| 3. | Has awareness and interest in organizational objectives, goals and policies. | 4 3 2 1 N |
| 4. | Can work effectively with a wide range of people within the organization. | 4 3 2 1 N |
| 5. | Possesses time management skills. | 4 3 2 1 N |
| 6. | Is able to set priorities for work yet respond to departmental needs. | 4 3 2 1 N |
| 7. | Can process constructive criticism in an objective manner and act upon it. | 4 3 2 1 N |
| 8. | Shows initiative in follow-through with work assignments. | 4 3 2 1 N |
| 9. | Demonstrates skills needed for assigned tasks | 4 3 2 1 N |
| 10. | Can analyze, synthesize, and apply academic learning to work assignments. | 4 3 2 1 N |
| 11. | Overall Job Performance Rating | 4 3 2 1 N |

**Comments:**

1. **General Assessment:**
2. **How has the student successfully completed her/his learning objectives?**

1. **What have been the student’s major strengths in the placement?**

1. **In what areas could the student improve in order to function more effectively in the placement?**

1. **How well was this placement suited to the student’s abilities and interests?**
2. **What additional training or classes would have been helpful for the student before this internship?**

This assessment has been discussed with the student: Yes\_\_\_\_\_ No\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidentiality of Information: This evaluation constitutes a confidential assessment that will become part of the student’s confidential permanent record. In the event the college is contacted by prospective employers for the purpose of obtaining personal or professional references for a student based upon their internship assessment, they can be told ONLY the location and dates of the student’s assignment.