## FORM I

**INTERNSHIP EVALUATION**
(To be completed by the Agency Supervisor)

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Agency</th>
<th>Date</th>
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</thead>
</table>

Instructions: Please circle the number which you consider best describes the student. Do not return this form to the student. We encourage you to share the information on this form with the student, much as you would an employee evaluation. However, please return the form to the university instructor. As a guide, the following definitions may be used when rating the student:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Superior</td>
<td>Consistently demonstrates a high degree of achievement</td>
</tr>
<tr>
<td>3</td>
<td>Above Average</td>
<td>Demonstrates the trait above level of peers</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
<td>No better or worse than peers</td>
</tr>
<tr>
<td>1</td>
<td>Below Average</td>
<td>Lacks the trait or demonstrates it less frequently than peers</td>
</tr>
<tr>
<td>0</td>
<td>Unsatisfactory</td>
<td>Unacceptable performance</td>
</tr>
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</table>

1. **Professional Preparation**: skill and knowledge for the position
   - Rating: 4 3 2 1 0 N/A Comments

2. **Participation**: prompt, dependable, prepared
   - Rating: 4 3 2 1 0 N/A Comments

3. **Originality**: initiative, resourcefulness, imagination
   - Rating: 4 3 2 1 0 N/A Comments

4. **Judgment**: evaluates in a reliable manner, uses common sense
   - Rating: 4 3 2 1 0 N/A Comments

5. **Effective use of discipline**: fairness/control of situation
   - Rating: 4 3 2 1 0 N/A Comments

6. **Written communication**
   - Rating: 4 3 2 1 0 N/A Comments

7. **Oral communication**
   - Rating: 4 3 2 1 0 N/A Comments

8. **Rapport/cooperation** with supervisor and fellow workers
   - Rating: 4 3 2 1 0 N/A Comments

9. **Interactions with clients**: motivation skills, enthusiasm
   - Rating: 4 3 2 1 0 N/A Comments

10. **Adaptability**
    - Rating: 4 3 2 1 0 N/A Comments

11. **Personable**, sociable, pleasant
    - Rating: 4 3 2 1 0 N/A Comments

12. **Personal appearance**
    - Rating: 4 3 2 1 0 N/A Comments

13. **Personal conduct**, manners
    - Rating: 4 3 2 1 0 N/A Comments

14. **Responsible**, organized
    - Rating: 4 3 2 1 0 N/A Comments

15. **Professionalism**
    - Rating: 4 3 2 1 0 N/A Comments

16. **Integrity**
    - Rating: 4 3 2 1 0 N/A Comments
Remarks: Please use this space for comments you may care to make. A statement of the student’s greatest asset, talent or aptitude will be most helpful.

Strengths:

Areas Needing Improvement:

Optional: If you had an opening available in the area of responsibility the intern has held, would you hire the individual? Yes ________ No ________

I have discussed this evaluation with the student. Yes ________ No ________

<table>
<thead>
<tr>
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<th>Title</th>
<th>Date</th>
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</table>

Mailing Address

_______________________________________
Supervisor’s Signature

_______________________________________
Student Signature

Return to:
Marty Conklin
Missouri Southern State University
3950 E. Newman Road
Joplin, MO 64801