

FORM H

INTERNSHIP EXPERIENCE SELF-EVALUATION

Instructions: Complete and submit this self-evaluation form on two occasions . . . **middle** and at the **end** of the internship. Any item that has a response of: “*I have not*”, should be discussed with the agency supervisor to determine opportunities to obtain that experience.

Circle “I have or I have not” in response to each of the following areas:

PROFESSIONAL ATTITUDE:

-- I --

- | | | |
|------|----------|---|
| Have | Have not | 1. Attended seminar or workshop for professional enrichment.
When and where? |
| Have | Have not | 2. Been dependable in internship responsibilities. |
| Have | Have not | 3. Shown initiative by accepting responsibilities. |
| Have | Have not | 4. Shown responsibility by being prompt. |
| Have | Have not | 5. Shown initiative by doing tasks without being told or reminded |
| Have | Have not | 6. Shown interest by asking my supervisor to indicate my areas of weakness. |
| Have | Have not | 7. Taken part in a special event or activity. |

PROFESSIONAL PUBLIC RELATIONS:

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| Have | Have not | 1. Become acquainted with 3 other people beyond my supervisor. |
| Have | Have not | 2. Attended staff meetings. |
| Have | Have not | 3. Sat in on a counseling or planning session/conference. |
| Have | Have not | 4. Planned and took part in bulletin board, flyers, brochures related to activities. |
| Have | Have not | 4. Been interviewed or presented a program to support or promote the program. |

PROFESSIONAL EFFECTIVENESS:

--I --

- | | | |
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| Have | Have not | 1. Planned and prepared for each day I have worked. |
| | | 2. Applied my knowledge concerning: |
| Have | Have not | a. Various methods/strategies/psychology |
| Have | Have not | b. Personnel management |
| Have | Have not | c. Leadership |
| Have | Have not | d. Administration and organization |
| Have | Have not | e. Public relations |

- | | | |
|------|----------|--|
| Have | Have not | 3. Learned the names of at least 12 of the patrons. |
| Have | Have not | 4. Closely observed my supervisor and noted how he/she handles situations. |
| Have | Have not | 5. Worked with small groups. |
| Have | Have not | 6. Worked with individuals. |
| Have | Have not | 7. Assisted with planning. |
| Have | Have not | 8. Assisted with the development of educational or promotional materials. |

PROFESSIONAL RESPONSIBILITY:

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- | | | |
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| Have | Have not | 1. Contributed or assisted my supervisor with additional responsibilities. |
| Have | Have not | 2. Become aware and supportive of policy regulation and concerns around the agency. |

WRITTEN WORK:

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- | | | |
|------|----------|---|
| Have | Have not | 1. Kept a weekly log of the internship experience which may include areas in: (1) administration; (2) safety; (3) organization; (4) record keeping; (5) procedures; (6) methods; and (7) miscellaneous. |
| Have | Have not | 2. Submitted all work to the agency supervisor on time. |
| Have | Have not | 3. Met written weekly objectives each week. |
| Have | Have not | 4. Submitted all paperwork to university supervisor on time. |

In my opinion, I need to improve in the following areas:

I have made an effort to focus on areas of improvement by:

In my opinion, my strengths have been:

Completion at FINAL evaluation only

- | | | |
|-----|----|---|
| Yes | No | 1. Do you feel that you have had enough job experience opportunities? |
| Yes | No | 2. Do you feel you have been given enough responsibilities to “feel” what full-time work in this profession is all about? |
| Yes | No | 3. Have you had too much internship time? |
| Yes | No | 4. Have you had too many responsibilities? |

Comments:

I believe my internship experience has been: (check one) _____

_____ Excellent, I would highly recommend it to others.

_____ Very good, I would recommend it to others.

_____ Good, I would recommend it, but feel it could be improved.

_____ Fair, it was okay but I think one could have a better experience at another agency.

_____ Poor, I would not recommend it to others (due to poor administration, facilities, supervisor)