

(continued)

Sample #1 Supervisor Assessment

Position in agency:

I. Describe student's assignments:

II. Indicate other learning experiences provided:

Student:______Agency:_____

Name of person completing form:

This is a confidential evaluation and will not be shared with the intern. However, feedback will be given to the student related to the following evaluation. Please note that additional comments can be made following each item below, or you may grade each item individually.

____Quarter:_____

III. What are the student's areas of strength as revealed in contacts with superiors, staff, and clients? IV. What are student's areas of weakness as revealed in contacts with superiors, staff, and clients?	
V. Evaluate student in the following areas by filling out the given space with one of the following: $A = Excellent; B = Above Average; C = Average; D = Below Average; F = Poor; NA = Not Applicable$	
	Rating
1) Knowledge of Agency: did student learn	
Agency philosophy/mission:	
Agency programs and structures:	
• Lines of authority:	
Lines of communication:	
2) Community Resources (geographical, professional, institutional, etc.): did student acquire	
Knowledge of community resources and programs:	
Understanding of referral process:	
Understanding and ability to utilize community resources:	
3) Application of Knowledge and Values:	
Understanding and ability to put into social service values:	
Ability to relate knowledge of individual to placement	
4) Integration and Application of Methods and Techniques:	
• Intervention skills:	
Ability to take client's requests and give appropriate service:	
Ability to communicate effectively with clients and collaterals:	
Ability to communicate effectively with other organizations if required:	
Competency in utilizing interventive processes with individuals/groups or committees:	
Δ bility to use authority constructively	



V. Evaluate student in the following areas by filling out the given space with one of the following: A = Excellent; B = Above Average; C = Average; D = Below Average; F = Poor; NA = Not Applicable

5) Work Skills	_	
<i>'</i>		
Ability to organize work load:		
Relationship with co-workers:		
Performance of assigned tasks:		
Ability to work with and learn from staff (co-workers):		
• Use of supervision (i.e. seeks and uses help, accepts criticism, expresses feeling, etc.):		
Adaptation to agency:		
Ability to communicate effectively in written and oral form:		
Punctuality:		
6) Other		
Appropriate Dress Code:		
Overall Good Citizenship:		
7) Self-Awareness		
Understanding of own value system and how it can help or hinder student's role as a helping person:		
Ability to face and manage own feelings:		
Ability to work with clients and personnel of a different background from student's:		
Ability to identify in the role of a helping person:		
Ability to understand the role of authority and how it influences personal behavior and perception:		



Sample #2 Supervisor Assessment Internship Experience Evaluation

This is a confidential evaluation and will not be shared with the intern. However, feedback will be given to the student related to the following evaluation. Please note that additional comments can be made.

Student:	
Agency:	
Date: Name of person completing form:	_Quarter:
Name of person completing form:	
Position in agency:	
RELATIONS WITH OTHERS Exceptionally Well-accepted Works well with others Gets along satisfactorily	DEDENDA DIL 1737
Has some difficulty working with others Works very poorly with others JUDGMENT	DEPENDABILITY Completely dependable Above average in dependability Usually dependable Sometimes neglectful or careless Unreliable
Exceptionally mature Above average in making	
decisionsUsually makes the right decisionOften uses poor judgmentConsistently uses bad judgment	QUALITY OF WORK ExcellentVery goodAverageBelow averageVery poor
ABILITY TO LEARN	
Learns very quickly Learns readily Average in learning Rather slow to learn Very slow to learn	ATTENDANCE:RegularIrregular
,	PUNCTUALITY:
ATTITUDE – APPLICATION TO WORK Outstanding in enthusiasmVery interested and industrious	Regular Irregular
Average in diligence and interest Somewhat indifferent Definitely not interested	OVERALL PERFORMANCE: Outstanding Very good Average Marginal Unsatisfactory



Sample #3 Supervisor Assessment Intern Work Performance Evaluation

		Name of student:	
		Name of organization:	
		Name of supervisor (printed):	
		Title of supervisor:	
		Supervisor phone or email contact:	
The internship contract requires the following information to be provided to the internship director within 10 working days after the internship has ended, no later than the last day of final exams. This form may be sent directly to the internship director by email or surface mail. Please complete both pages of this evaluation. Thank you very much!			
1.	Att	endance verification:	
	a.	Actual start date of internship:	
		Actual end date of internship:	
	b.	Typical weekly work schedule <u>or</u> allocation of work hours:	
	c.	I confirm that the student named above has completed hours of supervised internship work under my guidance:	
		(Signature of supervisor) (Date)	
2.	Wo	ork performance evaluation:	

a. Please outline the intern's primary responsibilities:

(continued)



b.	Please comment on the intern's overall performance:
c.	What do you see as the major strengths the student brought to, or developed during, this internship?
d.	What do you see as the student's major challenges or areas for improvement during this internship?
RELEA	SE OF INFORMATION: Please initial one: I give my permission for this evaluation to be shared with the student.
	I do NOT give my permission for this evaluation to be shared with the student.
Thank y	you very much for your contribution to this student's education!
	Please send this form to the Internship Director at Seattle University: Email:@seattleu.edu
	Mailing Address:Department/Program
	College of Arts & Sciences, Seattle University
	901 12 th Ave, PO Box 222000 Seattle, WA 98122