Sample #1
Supervisor Assessment

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.

Student: ___________________________________________
Agency: ___________________________________________
Date: ___________________________ Quarter: ______
Name of person completing form: ___________________________
Position in agency: ___________________________

I. Describe student’s assignments:
II. Indicate other learning experiences provided:
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

<table>
<thead>
<tr>
<th>Items</th>
<th>Rating</th>
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<tbody>
<tr>
<td>1) Knowledge of Agency: did student learn</td>
<td></td>
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<tr>
<td>• Agency philosophy/mission:</td>
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<td>• Agency programs and structures:</td>
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<td>• Lines of authority:</td>
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<td>• Lines of communication:</td>
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<td>2) Community Resources (geographical, professional, institutional, etc.): did student acquire</td>
<td></td>
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<tr>
<td>• Knowledge of community resources and programs:</td>
<td></td>
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<tr>
<td>• Understanding of referral process:</td>
<td></td>
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<tr>
<td>• Understanding and ability to utilize community resources:</td>
<td></td>
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<tr>
<td>3) Application of Knowledge and Values:</td>
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<tr>
<td>• Understanding and ability to put into social service values:</td>
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<tr>
<td>• Ability to relate knowledge of individual to placement</td>
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<tr>
<td>4) Integration and Application of Methods and Techniques:</td>
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<tr>
<td>• Intervention skills:</td>
<td></td>
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<tr>
<td>• Ability to take client’s requests and give appropriate service:</td>
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<tr>
<td>• Ability to communicate effectively with clients and collaterals:</td>
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<tr>
<td>• Ability to communicate effectively with other organizations if required:</td>
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<tr>
<td>• Competency in utilizing interventive processes with individuals/groups or committees:</td>
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<tr>
<td>• Ability to use authority constructively</td>
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(continued)
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
- 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:

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: ___________________________ Quarter: _______________________
Name of person completing form: ________________________________
Position in agency: __________________________________________

RELATIONS WITH OTHERS

_____ Exceptionally Well-accepted
_____ Works well with others
_____ Gets along satisfactorily
_____ Has some difficulty working with others
_____ Works very poorly with others

JUDGMENT

_____ Exceptionally mature
_____ Above average in making decisions
_____ Usually makes the right decision
_____ Often uses poor judgment
_____ Consistently uses bad judgment

DEPENDABILITY

_____ Completely dependable
_____ Above average in dependability
_____ Usually dependable
_____ Sometimes neglectful or careless
_____ Unreliable

QUALITY OF WORK

_____ Excellent
_____ Very good
_____ Average
_____ Below average
_____ Very poor

ABILITY TO LEARN

_____ Learns very quickly
_____ Learns readily
_____ Average in learning
_____ Rather slow to learn
_____ Very slow to learn

ATTENDANCE:

_____ Regular
_____ Irregular

PUNCTUALITY:

_____ Regular
_____ Irregular

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. Attendance verification:
   a. Actual start date of internship: __________________
   b. Actual end date of internship: __________________
   c. I confirm that the student named above has completed ___ hours of supervised internship work under my guidance:

   (Signature of supervisor) ___________________ (Date) _________

2. Work 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?

RELEASE 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 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:

College of Arts & Sciences, Seattle University
901 12th Ave, PO Box 222000
Seattle, WA 98122