

Cameron University  
Department of Sports & Exercise Science

**Supervisor Mid-Term Evaluation of Intern**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Site Supervisor (Please Complete)**

**Overall Rating of Performance** (circle the appropriate category)

**Excellent-** indicates the very best performance you might reasonably hope for in an entry-level intern in the position concerned.

**Above average-** indicates a very high quality of performance on the part of the internship student.

**Average-** indicates a satisfactory performance that would be expected from any intern.

**Below average/Inadequate-** indicates a below average performance to date.

**Evaluation Procedure**

Please rate the performance of the student for each item using a 5 point Likert scale (1 = weakest and 5 = strongest). Write N/A for any item that does not apply or is not observed during this evaluation period.

**Professional Characteristics**

- \_\_\_\_\_ demonstrates enthusiasm
- \_\_\_\_\_ shows initiative in performing tasks
- \_\_\_\_\_ dresses in a professional manner
- \_\_\_\_\_ demonstrates consistent, sustained effort
- \_\_\_\_\_ appears comfortable in the role as an intern
- \_\_\_\_\_ flexible, able to deal with the unexpected

**Interpersonal Relationships**

- \_\_\_\_\_ effectively communicates with supervisor
- \_\_\_\_\_ receptive to suggestions/constructive criticism
- \_\_\_\_\_ effectively communicates with participants
- \_\_\_\_\_ appropriate rapport with participants
- \_\_\_\_\_ works cooperatively with co-workers

**Organization and Planning**

- \_\_\_\_\_ demonstrates competence in planning
- \_\_\_\_\_ demonstrates a high level of preparation
- \_\_\_\_\_ plans for proper and efficient use of time
- \_\_\_\_\_ states clear goals and objectives
- \_\_\_\_\_ notebook is kept up to date and is complete

**Progress of Learning Goals**

- \_\_\_\_\_ timely progress towards completion of goals
- \_\_\_\_\_ progress of internship project
- \_\_\_\_\_ level of individual effort applied to each learning goal
- \_\_\_\_\_ approaches internship supervisor to pass off learning goals

**Assessment and Evaluation**

- \_\_\_\_\_ identifies participants or programs that need help
- \_\_\_\_\_ keeps accurate and complete records
- \_\_\_\_\_ uses a variety of evaluation techniques

**Management Skills**

- \_\_\_\_\_ begins classes or workshops promptly
- \_\_\_\_\_ maintains standards of organization
- \_\_\_\_\_ is aware of individual participants, their interests, and attention to performance

Additional comments regarding specific strengths and/or weaknesses of the student.

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