

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.
