

# Appendix E: Intern Evaluation by Agency/Site

## Supervisor- EXS, OE, HMS, PSYC, SOC

Please evaluate the student for each area. Your feedback will be shared with the student. If additional space is needed, you may use the back of this form, or attach your own agency evaluation form. If you prefer to complete an online web form, go to [www.bhsu.edu/InternshipsBS](http://www.bhsu.edu/InternshipsBS).

Student Intern:						
Internship Agency:						
Internship Site Supervisor:						
<b>Rating</b> (1-fails to meet expectations, 3-meets expectations, 5-exceeds expectations)						
PERSONAL INTERACTION- tactful, patient, kind, empathic, sincere	1	2	3	4	5	N/A
PROFESSIONAL APPEARANCE- dresses appropriate for work environment, grooming, poise, posture, energy level	1	2	3	4	5	N/A
PROFESSIONAL ATTITUDE- exhibits interest and initiative, shows enthusiasm, is reliable	1	2	3	4	5	N/A
PROFESSIONAL INTEGRITY- accountable, responsible, honest, trustworthy, confidential	1	2	3	4	5	N/A
COOPERATION- responsive to criticism, sense of humor, works well with team members	1	2	3	4	5	N/A
ORGANIZATION- plans ahead, show up on time, is prepared for work day, pays attention to detail	1	2	3	4	5	N/A
COMMUNICATION SKILLS- written and oral communication, spelling, grammar	1	2	3	4	5	N/A
INTERPERSONAL SKILLS-recognize individual differences, works well with team members, does not discriminate	1	2	3	4	5	N/A
KNOWLEDGE BASE- knowledge of the field, able to develop ideas, able to find solutions	1	2	3	4	5	N/A
CRITICAL THINKING- problem solving ability, evaluates situation and reacts appropriately, able to synthesize information	1	2	3	4	5	NA
What does the student intern do best, where do they excel?						
What does the student intern need to work on most?						
Any General comments:						
Signature of Evaluator:					Date:	
Signature of intern:					Date:	
E-mail to <a href="mailto:Craig.Triplett@bhsu.edu">Craig.Triplett@bhsu.edu</a> (EXS), <a href="mailto:Christine.MCart@BHSU.edu">Christine.MCart@BHSU.edu</a> (OE), <a href="mailto:Emilia.Flint@bhsu.edu">Emilia.Flint@bhsu.edu</a> (HMS, PSYC, SOC)						