

SITE SUPERVISOR MID-TERM INTERN ASSESSMENT FORM
Washington College Internship Program

Student: _____

Organization: _____

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
 3 Average (Sometimes demonstrates this ability/meets expectations)
 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)
 NA (Not applicable or not observed in this internship experience)

A. Ability to Learn

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Observes and /or pays attention to others | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Asks pertinent and purposeful questions | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Seeks out and utilizes appropriate resources | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Accepts responsibility for mistakes and learns from experiences | 1 | 2 | 3 | 4 | 5 | NA |

B. Reading/Writing/Computation Skills

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Reads/comprehends/follows written materials | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Communicates ideas and concepts clearly in writing | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Works with mathematical procedures appropriate to the job | 1 | 2 | 3 | 4 | 5 | NA |

C. Oral Communication/Listening Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Listens to others in an active and attentive manner | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Comprehends and follows verbal instructions | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Effectively participates in meetings or group settings | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Demonstrates effective verbal communication skills | 1 | 2 | 3 | 4 | 5 | NA |

D. Creative Thinking & Problem Solving Skills

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Seeks to comprehend and understand issues in their larger context | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Breaks down complex tasks/problems into manageable pieces | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Brainstorms/develops options and ideas | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Respects input and ideas from other sources and people | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Demonstrates an analytical capacity | 1 | 2 | 3 | 4 | 5 | NA |

E. Professional & Career Development Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Exhibits self-motivated approach to work | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Exhibits professional behavior and attitude | 1 | 2 | 3 | 4 | 5 | NA |

F. Interpersonal & Teamwork Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Manages and resolves conflict in an effective manner | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Supports and contributes to a team atmosphere | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Demonstrates assertive but appropriate behavior | 1 | 2 | 3 | 4 | 5 | NA |

G. Organizational Effectiveness Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Seeks to understand and support the organization's mission/goals | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Works within the norms and expectations of the organization | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Works within appropriate authority and decision-making channels | 1 | 2 | 3 | 4 | 5 | NA |

H. Basic Work Habits

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Reports to work as scheduled and on-time | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Exhibits a positive and constructive attitude | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Dress and appearance are appropriate for this organization | 1 | 2 | 3 | 4 | 5 | NA |

I. Character Attributes

1. Brings a sense of values and integrity to the job	1	2	3	4	5	NA
2. Behaves in an ethical manner	1	2	3	4	5	NA
3. Respects the diversity (religious/cultural/ethnic) of co-workers	1	2	3	4	5	NA

J. Comments (do not feel compelled to write something):

K. Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding

___ I have ___ I have not discussed this assessment with the intern.

Evaluator's Signature: _____

Date: _____

Organization: _____

Title/Position: _____

Mailing Address: _____

Telephone: _____ Email: _____

Please mail or fax this assessment form to the faculty supervisor listed below:

Professor: _____

Academic Department: _____

Office Address _____

Washington College, 300 Washington Ave., Chestertown, MD 21620

Phone 410-778-_____ FAX 410-778-_____

1/20/05 Academic Internships, Washington College.