

AGENCY EVALUATION OF STUDENT INTERN
Sociology 393 Independent Experiential Internship

Name of Intern: _____

Name of Agency Supervisor: _____

Name of Faculty Supervisor: _____

Name of Agency: _____

Agency Phone #: _____

Agency Email Address: _____

The agency supervisor should complete this evaluation of the intern. The supervisor should discuss the evaluation with the students.

A. Please rate the intern's performance by checking the appropriate box:

	NO OPPORTUNITY TO OBSERVE	POOR	FAIR	GOOD	EXCELLENT	TRULY EXCEPTIONAL
1. Maintained contact with supervisor.						
2. Punctual for work and appointments.						
3. Completed assignments on or before the due date.						
4. Reliably performed all job assignments.						
5. Achieved goals and objectives in contract.						
6. Ability to solve problems.						
7. Productive in work.						
8. Organization skills.						
9. Oral communication skills.						
10. Written communication skills.						
11. Ability to work independently.						
12. Willingness to learn new tasks.						
13. Ability to work well with coworkers.						
14. Ability to work well with clients, public.						
15. Eagerness to learn.						
16. Enthusiasm for work.						
17. Initiative, persistence.						
18. Productivity.						
19. Compliance with agency procedures.						
20. Overall assessment of work quality.						
21. Maturity.						
22. Ability to accept constructive criticism.						
23. Open-mindedness.						
24. Courtesy, tact, and consideration for feelings of others.						
25. Professional appearance.						

