

SUPERVISOR'S COMPREHENSIVE EVALUATION

(Use Extra Paper If Required)

Date Due: At the end of the assignment

Date submitted: _____

Name of Supervisor:

Name of Intern:

Internship Placement:

The Internship Assignment

How would you describe the Intern's attitude in relation to his/her assignment?

Describe your impressions of the intern's character and personal integrity.

From your perspective, summarize your assessment of the Intern's areas of strength and/or weakness. Include any recommendations you may have for the Intern.

What do you feel was the Intern's main contribution in his/her internship assignment?

Are there any notable changes in the Intern since the beginning of the internship assignment?

Relationships

Evaluate your relationship with the Intern during the internship assignment.

What do you feel was your major contribution to the growth and development of the Intern?

Do you think the Intern understands what it means to be a co-worker and is willing to learn from his/her associates?

Was the Intern able to build positive and meaningful relationships with people whom he/she served?

Conclusions and Summary

Describe in general terms your overall view of the internship experience.

Do you have any recommendations for the Intern in terms of his/her future course of study or vocational direction? If yes, explain.

What would you change in the internship assignment if you could do anything over?

Is there anything in the internship program that you feel should be improved (procedures, requirements, reports)?

Would you consider mentoring another intern in the future? Explain.

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SUPERVISOR'S GRADING GUIDE FOR INTERNS

Your participation in the internship program at Columbia Bible College is greatly appreciated. As a part of your supervisory responsibilities, I am asking that you assist me in grading the quality of work done by the intern under your tutelage. The field-work component of the internship counts for 50% of the student's final grade.

Please use the following grading scale to guide you:

- A = 86 - 100 Exceptional Quality
- B = 73 - 85 Very Good Quality
- C = 60 - 72 Good Quality
- D = 50 - 59 Improvement Desirable
- F = under 50 Did not do Well

Please assign a number from the above scale to each of the following categories (for example, Dependable - 83; Punctual - 74, etc.):

- | | | | |
|----------------------------------|-------|-------------------------|-------|
| Dependable: does a good job | _____ | Response to authority | _____ |
| Punctual: shows good discipline | _____ | Cooperation/teamwork | _____ |
| Work habits as you've observed | _____ | Public Demeanor | _____ |
| Integrity: in speech and actions | _____ | Attitude to assignment | _____ |
| Trustworthy: can be counted on | _____ | Willingness to initiate | _____ |
| Teachable: open to learning | _____ | Overall quality of work | _____ |
| Growth in communication skills | _____ | Teaching strengths | _____ |
| Progress in personal goals | _____ | Overall contribution | _____ |

Reading Component (15% of the grade)

Number of pages assigned? _____ Was it completed to your knowledge? _____
 Have you encouraged the Intern to submit the report to the Director of Service Learning? _____

Thank you for your investment in this ministry of internship supervision. Your commitment to this program is greatly appreciated.

Please fill in the information below and return to the Director at the end of the assignment, or bring it along to the Closing Session. .

Intern's Name: _____

Supervisor: _____

Date: _____

Return to: Director of Service Learning, Doug Epp
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