

INTERNSHIP IN STUDENT AFFAIRS STUDENT EVALUATION

Internship Student Supervised: _____

Internship Site: _____

Please respond to the following questions regarding the Internship student you supervised this term.

PART I

1) How would you characterize the student's general knowledge of the student affairs profession?

2) How well does the student understand the mission and overall goals of your particular unit?

3) Based on their internship experience, what do you see as the student's strengths with respect to student affairs (or related) work:

4) By the same measure, what are some areas in which the student needs enhancement?

5) If you had a position to fill, would you consider hiring this student on a full-time basis?
Why or why not?

PART II

Please evaluate the student intern on each of the following items related to their performance and competencies using the scale listed below:

1= Poor; 2 = Fair; 3= Average; 4 = Good; 5 =Excellent; NA = Non-Applicable or No Opportunity to Observe

Performance	1	2	3	4	5	NA
Attendance						
Timeliness of completing work						
Preparation and follow-up/follow-through						
Motivation						
Willingness to perform work responsibilities						
Exhibits an understanding of campus cultures (e.g., academic, student, political, etc.)						
Exhibits an understanding of institutional and organizational structure						
Receives, comprehends, and integrates feedback						

Please provide overall observations and general comments about the intern's performance:

Please evaluate the student intern using the scale listed below:

1= Poor; 2 = Fair; 3= Average; 4 = Good; 5 =Excellent; NA = Non-Applicable or No Opportunity to Observe

Professional Student Affairs Skills/ Competencies	1	2	3	4	5	NA
Planning Skills						
Organizational Skills						
Budgeting Skills						
Time Management Skills						
Decision-Making Skills						
Problem-Solving Skills						
Professional Ethics						
Commitment to Diversity, Equity, Inclusion and Social Justice						
Creativity						
Collaboration Skills						
Assessment and Evaluation Skills						
Professional Potential						
Leadership Potential						
Technology/Social Media Skills						
Communication Skills						
Writing Skills						
Application of Student Development Theory						
Self-reflection						
Programming						
Cultural Self-Awareness						
Group Facilitation						

Please provide overall observations and general comments about the intern's professional skills/competencies:

Please evaluate the student intern using the scale listed below:

1= Poor; 2 = Fair; 3= Average; 4 = Good; 5 =Excellent; NA = Non-Applicable or No Opportunity to Observe

Advising & Helping Skills/Competencies	1	2	3	4	5	NA
Ability to build rapport with students						
Ability to work with staff and other audiences						
Ability to work with diverse individuals/ in multicultural settings						
Ability to promote student learning and development						
Active listening skills						
Management Skills						
Crisis Intervention Skills						
Facilitation Skills						
Consultation Skills						
Referral Skills						
Advocacy Skills						

Please provide overall observations and general comments about the intern's advising and helping skills/competencies.

I verify that the intern completed _____ total hours at this site.

I have met with the Internship student assigned to my unit and we have discussed this evaluation in detail. I have also provided the student with a copy of this evaluation for his/her records.

Site Supervisor signature

Date

Student signature

Date