# A drawing of a face Description automatically generated

# First Internship Evaluation

**(to be completed after the first month of Internship)**

INTERN:

INTERNSHIP SITE:

The supervisor and intern are to use this Evaluation Form as a basis for discussion regarding work and progress to date. **The student should complete the form first** and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, supervisor and intern should reach mutual agreement on each of the items shown below, recording their consensus by signing the forms and sending a copy to the Office of Vocations. The supervisor and the intern should retain copies to be used as a part of the discussion for future evaluations.

**Scale:** (5) Definitely yes (4) Yes, most of the time (3) Sometimes (2) Rarely (1) No, definitely not

1. Intern and supervisor have clear understanding of position and expectations of the intern:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Learning objectives as set forth in the job description are appropriate and "on target":

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Strengths are emphasized and appreciated:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Weaknesses are recognized, and efforts are being made to strengthen them:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Feedback has been given, received and acted upon:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Communication is open and honest:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Intern takes initiative and is highly motivated:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Supervisory conferences have been:
   1. well-planned

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

* 1. scheduled as agreed upon in the job description:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

* 1. mutually beneficial:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. The church/institution is upholding its share of the agreement:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

1. Intern demonstrates a deepening sense of call and vocational commitment:

|  |  |
| --- | --- |
| Student rating: | Supervisor rating: |
| Comments: | Comments: |

We have discussed this evaluation and will submit it to the Director of Field Education.

SIGNATURES:

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_