

## PROFESSIONAL PRACTICE PERFORMANCE EVALUATION

Internships and Cooperative Education and Research are learning experiences for students. Therefore, it is to their advantage that you evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Please return the completed evaluation to The Shriver Center by utilizing the contact information below. The Shriver Center is available to answer any questions or concerns regarding this form or your student at (410) 455-2493.

### SUMMER 2010 SEMESTER

Student Intern/Co-op: \_\_\_\_\_

Position Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

For the Fall 2010 semester, this student will:

- Return as a(n) intern/co-op
- Graduate and become a full/part-time employee
- Not continue work with the organization

Did your student intern/co-op, complete at least 120 hours of service (8-10 hours per week)?  Yes  No

If no, please explain:

When would you like to have another intern/co-op?:

- Fall semester 20\_\_\_\_
- Spring semester 20\_\_\_\_
- Summer semester 20\_\_\_\_
- Please call, I have questions

Has the information in this evaluation been shared with the subject student?

- Yes
- No, but Shriver Center staff may discuss with the student
- No, and I prefer that the information be kept confidential

Please rate your intern/co-op on the following factors:	Outstanding 5	Good 4	Satisfactory 3	Poor 2	Inadequate 1
Productivity: meets deadlines and produces quality work					
Initiative: is a self-starter and does more than is required					
Judgment: reaches logical decisions					
Attitude and Cooperation: is liked and respected by co-workers					
Dependability: exhibits no excessive absenteeism or tardiness					
Communication: expresses ideas clearly and concisely					
Ambition: is self motivated and asks for new challenges					
Shows creativity and originality on assignments					
Accepts and uses constructive criticism					

**Please answer the following questions on the next form.**

- 1) What major accomplishments or contributions did the student achieve during the course of the internship/co-op?
- 2) What are the student's strengths? What areas of the student's work could be improved? How can this be accomplished?
- 3) What professional development plan would you recommend for the student (i.e., what additional courses, skills or experience do you think would strengthen his or her career potential)?
- 4) In your estimation, is the student intern/co-op suited to pursue a career in the field?
- 5) Additional comments:

**Supervisor's Signature:** \_\_\_\_\_

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

**Please answer questions 1-4.**

1) What major accomplishment or contributions did the student achieve during the course of the internship/co-op?

2) What are the student's strengths? What areas of the student's work could be improved? How can this be accomplished?

3) What professional development plan would you recommend for the student (i.e., what additional courses, skills, or experience do you think would strengthen his or her career potential)?

4) In your estimation, is the student intern/co-op suited to pursue a career in the field?

5) Additional comments