



FINAL INTERNSHIP STUDENT PERFORMANCE EVALUATION

Thank you for hosting a SHSU student as an intern. An important part of the educational process for interns is receiving constructive feedback from supervisors about their performance. Please schedule a time to meet with your intern to review this evaluation in person. The completed form can be given directly to the student who will submit it to the Sociology Office, or it can be mailed to Director of Internships, Department of Sociology, Sam Houston State University, Huntsville, TX 77341-2446.

Student's Name: _____

Field Placement Agency: _____

Field Placement Supervisor: _____

Internship Dates: _____

Quality of Work

Since the midterm evaluation, intern has established and maintained high standards despite deadlines; edited and inspected work for mistakes; needed minimal revision; and demonstrated accountability and commitment to projects.

Table with 5 columns: All of the time (5), Most of the time (4), Some of the time (3), Rarely (2), Never (1)

Examples / Comments: _____

Quality of Work

Since the midterm evaluation, the intern has managed his or her expected workload and met deadlines; he or she has contributed to work products at an appropriate level, given her experience and education.

Table with 5 columns: All of the time (5), Most of the time (4), Some of the time (3), Rarely (2), Never (1)

Examples / Comments: _____

Academic Knowledge

Since the midterm evaluation, intern has improved in knowledge related to his or her respective internship, and he or she has been able to contribute to the internship organization.

Substantial Improvement	Much Improvement	Some Improvement	Very Little Improvement	No Improvement	None Needed
5	4	3	2	1	0

Examples / Comments:

Technical Skills

Since the midterm evaluation, intern has improved his or her technical skills (e.g., social media marketing, Excel, PowerPoint, interpersonal skills) required for this internship.

Substantial Improvement	Much Improvement	Some Improvement	Very Little Improvement	No Improvement	None Needed
5	4	3	2	1	0

Examples / Comments:

Quantitative Skills

Since the midterm evaluation, intern has improved his or her ability to track, compute, and/or analyze quantitative information.

Substantial Improvement	Much Improvement	Some Improvement	Very Little Improvement	No Improvement	None Needed
5	4	3	2	1	0

Examples / Comments:

Written Communication Skills

Since the midterm evaluation, intern has communicated clearly and professionally in writing; he or she has been able to identify proper communication channels and write in a style appropriate for the target audience; he or she proofreads and edits written work before submitting final products.

All of the time	Most of the time	Some of the time	Rarely	Never
5	4	3	2	1

Examples / Comments:

Oral Communication Skills

Since the midterm evaluation, intern has communicated clearly and professionally in person and on the phone; he or she has established good relationship/rapport with internal staff and external stakeholders.

All of the time	Most of the time	Some of the time	Rarely	Never
5	4	3	2	1

Examples / Comments:

Initiative

Since the midterm evaluation, intern has initiated tasks and suggested improvement/changes; he or she has identified problems and opportunities and sought solutions; he or she has added additional responsibilities and responded to situations as they arise without supervision.

All of the time	Most of the time	Some of the time	Rarely	Never
5	4	3	2	1

Examples / Comments:

Reliability

Since the midterm evaluation, intern has adhered to his or her work schedule; has been punctual; and has met task and project deadlines.

All of the time	Most of the time	Some of the time	Rarely	Never
5	4	3	2	1

Examples / Comments:

Achievement of Learning Objectives in Internship Agreement

Since the midterm evaluation, intern has taken the initiative to ensure progress on achieving learning objectives; he or she has sought out appropriate learning activities to meet those objectives.

All of the time	Most of the time	Some of the time	Rarely	Never
5	4	3	2	1

Examples / Comments:

What are the intern's strengths and competencies? How have they improved over the course of the internship?

What are the areas in which the intern can improve as he or she moves into a career?

Do you have additional comments that may help us evaluate and instruct this intern?

The SHSU Sociology Internship Program requires that students complete 120 onsite hours at their internships. At this point, has the student completed approximately 120 hours of work for your organization?

Yes

No

What career advice would you offer this intern?

I have discussed this feedback with my supervisor. My signature does not mean I agree with the contents of this evaluation and I understand I may submit a written statement describing aspects of the evaluation with which I do not agree.

Student's Signature: _____ **Date:** _____

Internship Supervisor's Signature: _____ **Date:** _____