



MIDTERM INTERNSHIP STUDENT PERFORMANCE EVALUATION

Thank you for hosting an 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

Intern establishes and maintains high standards despite deadlines; edits and inspects work for mistakes with minimal need for revision; demonstrates 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:

Two horizontal lines for writing examples and comments.

Quality of Work

Intern manages expected workload and meets deadlines. He or she contributes to work products at an appropriate level, given intern's 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:

Two horizontal lines for writing examples and comments.

### Academic Knowledge

*Intern has sufficient academic/theoretical knowledge related to his or her respective internship to contribute to the organization.*

Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
7	6	5	4	3	2	1

Examples / Comments:

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### Technical Skills

*Intern has the appropriate technical skills (e.g., social media marketing, Excel, PowerPoint, interpersonal skills) to be successful in this internship.*

Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
7	6	5	4	3	2	1

Examples / Comments:

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### Quantitative Skills

*Intern has the appropriate skills to track, compute, and/or analyze quantitative information.*

Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
7	6	5	4	3	2	1

Examples / Comments:

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### Written Communication Skills

*Intern communicates clearly and professionally in writing. He or she is 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:

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### Oral Communication Skills

*Intern communicates clearly and professionally in person and on the phone. He or she is able to establish good relationships / 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:

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### Initiative

*Intern is a self-starter who initiates tasks and suggests improvement / changes; identifies problems and opportunities and seeks solutions; undertakes additional responsibilities and responds 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:

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### Reliability

*Intern adheres to his/her work schedule; is punctual; and meets 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:

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### Achievement of Learning Objectives in Internship Agreement

*Intern takes the initiative to ensure progress on achieving learning objectives; and seeks 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:

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**What are the intern's strengths and competencies? How can they improve over the remainder of the internship?**

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

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**The SHSU Sociology Internship Program requires that students complete 120 onsite hours at their internships. At this point, has the student completed approximately 60 hours of work for your organization?**

**Yes**

**No**

*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:** \_\_\_\_\_