**Radford University POSC Internship Student Performance Evaluation**

Indicate if the evaluation is Mid-semester \_\_\_\_\_\_ or Final \_\_\_\_\_\_\_\_\_\_ (check one).

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Major Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Representative**: Please evaluate the student in each of the following areas with a checkmark in the appropriate box. Upon completion of the evaluation, please **review the results with the student in conference**. The review should emphasize major strengths as well as areas in need of improvement. The discussion area under each section is available to explain individual ratings. Please consider offering explanation for those ratings falling below “Meets Expectations.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internship Evaluation Categories and Outcomes** | | | | |
| **Professional Dispositions** | | | | |
| Performance Domain | Non-performance | Needs Improvement | Meets Expectations | Exceeds Expectations |
| Gets to work on time |  |  |  |  |
| Takes initiative |  |  |  |  |
| Sets realistic goals |  |  |  |  |
| Dependable |  |  |  |  |
| Productive (quantity of work) |  |  |  |  |
| Produces quality work |  |  |  |  |
| Meets deadlines |  |  |  |  |
| Responds well to feedback and instruction |  |  |  |  |
| Able to work independently |  |  |  |  |
| Acts ethically |  |  |  |  |
| Collegial |  |  |  |  |
| Has a positive attitude toward work |  |  |  |  |
| Solves problems |  |  |  |  |
| Avoids time wasters like personal social media/phone |  |  |  |  |
| Dresses appropriately for the work setting |  |  |  |  |
| **OVERALL EVALUATION IN PROFESSIONAL DISPOSITIONS** |  |  |  |  |
| Use this space for explanatory notes; attach additional sheets if necessary. | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Skills** | | | | | | | | |
| Performance Domain | | Non-performance | Needs Improvement | | Meets Expectations | | Exceeds Expectations | |
| Communicates Effectively in **oral** interactions with supervisors and colleagues | |  |  | |  | |  | |
| Communicates Effectively in **oral** interactions with clients / patrons /students | |  |  | |  | |  | |
| Communicates Effectively in **written** interactions with supervisors and colleagues | |  |  | |  | |  | |
| Communicates Effectively in **written** interactions with clients / patrons /students | |  |  | |  | |  | |
| Communicates well with diverse audiences | |  |  | |  | |  | |
| Communicates with sensitivity toward the feelings of others | |  |  | |  | |  | |
| Additional areas of communication, if applicable (digital or giving presentations, for example) | |  |  | |  | |  | |
| **OVERALL EVALUATION IN COMMUNICATION SKILLS** | |  |  | |  | |  | |
| Use this space for explanatory notes; attach additional sheets if necessary. | | | | | | | | |
| **Internship Hours Performance** | | | | | | | | |
| Enter Total Number of Internship Hours Completed Here  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Percentage of Contract Hours Completed  (Example: 126 hours completed of 140 contract hours equals 90%  \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |  | |  |

Agency Representative Printed Name & Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Representative Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Upon completion, this report should be submitted to the Internship Placement Evaluation (midterm and final) folders in D2L or emailed to Dr. Paige Tan at [etan3@radford.edu](mailto:etan3@radford.edu).