

**Butler University Department of Sociology
Intern Evaluation: Supervisor Form**

Intern Name: _____

Date of Evaluation: ___/___/_____

Supervisor: _____

Internship Site: _____

Instructions:

This form is designed to help supervisors provide feedback about the performance of interns. I know you are probably busy, but the form usually takes just five or ten minutes to complete and your answers and comments will be much appreciated. This form will become part of the intern's record for this course and may be considered in assigned grades for the internship. Please answer each item using the scale provided. Space is provided following each category group for specific comments. There is also space at the end of this form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so below.

Initial Comments:

Answer Code for Evaluation Items and Questions

NA. Not applicable or not enough information to form a judgment.

1. Far Below Expectations – needs much improvement, a concern
2. Below Expectations – needs some improvement to meet standards.
3. Acceptable – meets standards at average level for interns.
4. Above Expectations – performs above average level for interns.
5. Far Above Expectations – a definite strength performs well beyond average levels for interns.

I. Basic Work Requirements

- _____ Arrives on time consistently
- _____ Uses time effectively
- _____ Informs supervisor and makes arrangements for absences
- _____ Reliably completes requested or assigned tasks on time
- _____ Completes required total number of hours or days on site
- _____ Is responsive to norms about clothing, language, etc. on site

Comments:

Suggested areas for further study:

II. Ethical Awareness and Conduct

- _____ Knowledge of general ethical guidelines
- _____ Knowledge of ethical guidelines of internship placement
- _____ Demonstrates awareness and sensitivity to ethical issues
- _____ Personal behavior is consistent with ethical guidelines
- _____ Consults with others about ethical issues if necessary

Comments:

Suggested areas for further study:

III. Knowledge and Learning

a. Knowledge of Client Population

- _____ Knowledge level of client population at beginning of internship
- _____ Knowledge level of client population at end of internship

b. Knowledge of Treatment Approaches

- _____ Knowledge of treatment approach at beginning of internship
- _____ Knowledge of treatment approach at end of internship

c. Knowledge of Treatment Setting

- _____ Knowledge of treatment setting at beginning of internship
- _____ Knowledge of treatment setting at end of internship

d. Learning

- Receptive to learning when new information is offered
- Actively seeks new information from staff or supervisor
- Ability to learn and understand new information
- Understanding of concepts, theories, and information
- Ability to apply new information in clinical setting

Comments:

Suggested areas for further study:

IV. Response to Supervision

- Actively seeks supervision when necessary
- Receptive to feedback and suggestions from supervisor
- Understands information communicated in supervision
- Successfully implements suggestions from supervisor
- Aware of areas that need improvement
- Willingness to explore personal strengths and weaknesses

Comments:

Suggested areas for further study:

V. Interactions with Clients

- Appears comfortable interacting with clients
- Initiates interactions with clients
- Communicates effectively with clients
- Builds rapport and respect with clients
- Is sensitive and responsive to client's needs
- Is sensitive to cultural differences
- Is sensitive to issues of gender differences

Comments:

Suggested areas for further study:

VI. Interactions with Coworkers

- Appears comfortable interacting with other staff members
- Initiates interactions with staff
- Communicates effectively with staff
- Effectively conveys information and expresses own opinions
- Effectively receives information and opinions from others

Comments:

Suggested areas for further study:

VII. Work Products

- Reliably and accurately keeps records
- Written or verbal reports are accurate and factually correct
- Written or verbal reports are presented in professional manner
- Reports are clinically or administratively useful

Comments:

Suggested areas for further study:

Overall, what would you identify as this intern's strong points?

What would you identify as areas in which this intern should improve?

Would you recommend this intern for employment at his or her present level?
Please explain.

Would you recommend this intern for continued graduate studies? Please
explain.

Supervisor's Signature _____ Date _____

Thank you for your time in supervising this intern and in completing this
evaluation.