



## Recreation Program

360-650-3782 • <http://www.wvu.edu/pehr/Recreation/index.shtml>

### Internship Final Evaluation • Recreation 473 (or 471/472)

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

Intern Agency: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Period Covered by Evaluation: From \_\_\_\_\_ To \_\_\_\_\_

AS a final evaluation, please provide feedback that will assist the student in positioning themselves for professional work. Please reflect carefully on the student's overall performance and make an honest judgment of the qualities of the intern. After completing this form, please schedule time to discuss the evaluation with the intern and make sure that a copy is forwarded to the student's faculty advisor.

This form is identical to the one that you completed at midterm time. Please use the following ratings and add any additional evaluation criterion that you feel is important by using the space in questions 16 and 17.

OUTSTANDING: Consistently exceptional in fulfilling requirements  
GOOD: Regularly meets and occasionally exceeds minimum requirements  
FAIR: Does passable work but does not extend her/himself  
POOR: Fails to meet minimum requirements  
N/A: No basis for evaluation

1. **Knowledge of Position:** Understanding of the requirements of the internship, the intern's place in the organization and expectations of the intern.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Productivity:** Use of time and facilities, volume and nature of work produced, planning and follow through.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Quality of Work:** Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions, clarity of expression.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Relationships with Clients/Consumers.** Respect, tact, insight, effectiveness, courtesy.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Communication:** Ability to communicate effectively with other staff members and ability to secure acceptance of ideas, methods, procedures and plans by other staff members. Consideration of viewpoints of others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **Relations With Other Departments:** Knowledge of the functions of other departments, service areas and resources serving your clients/consumers. Ability to coordinate and cooperate with these other departments.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **Writing Ability and Oral Expression.** Degree of skill and ability to express thoughts on paper, reports and projects; command of language and ability to speak to others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **Responsibility:** Dependability; ability to meet schedules, follow through and attend to instructions.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **Independent Functioning:** Ability to perform without constant supervision and to function constructively on own initiative when necessary.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. **Personal Habits:** Attention to appearance, including suitability of attire and grooming.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. **Attendance and Punctuality:** Regularity of attendance; promptness of reporting absence, tardiness and time off for illness or personal business. Clock watching.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. **Attitude:** Loyalty, interest and approach to the internship, associates, public and the agency. Ability to comply with established procedures and policies.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. **Judgment:** Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. **Development of Skills and Competencies:** Describe \_\_\_\_\_

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Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

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Suggestions for Improvement: \_\_\_\_\_

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15. **Understanding the Profession of Recreation (Tourism as applicable):**

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

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Suggestions for Improvement: \_\_\_\_\_

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16. **Other Performance Areas:** Designate a category, specific to setting and clients.

Describe: \_\_\_\_\_

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Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

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Suggestions for Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. **Other Performance Areas:** Designate a category, specific to setting and clients.

Describe: \_\_\_\_\_  
\_\_\_\_\_

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. **Preparedness for Professional Work in Recreation (Tourism as applicable).** Indicate readiness for an entry-level professional position in a setting similar to the internship site.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued on next page)

19. **OVERALL PERFORMANCE:** Total overall performance on the internship.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_