



Recreation Program

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

Internship Midterm Evaluation • Recreation 473 (or 471/472)

Name of Intern: _____

Intern Agency: _____

Name of Supervisor: _____

Period Covered by Evaluation: From _____ To _____

Thank you for providing this important feedback to assist the student with their professional development. 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 a time to discuss the evaluation with the intern and make sure that a copy is forwarded to the student's faculty advisor. This midterm evaluation should be used to help you and the intern to identify areas of focus for the remainder of the internship. A final evaluation will take place at the conclusion of the intern experience.

Please use the following ratings for the questions provided. Please note that questions 16 and 17 provide space for you to specify areas unique to this professional setting or to address the student's internship goals.

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 _____

Rating: _____

Strong Points: _____

Suggestions for Improvement: _____

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

Rating: _____

Strong Points: _____

Suggestions for Improvement: _____

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

Describe: _____

Rating: _____

Strong Points: _____

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: _____

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

Rating: _____

Strong Points: _____

Suggestions for Improvement: _____
